



Laiza N. Otero/EAC/GOV

12/08/2006 09:43 AM

To bg@q2dataresearch.com@GSAEXTERNAL

cc kmd@q2dataresearch.com

bcc

Subject RE: EAC logo on survey 

Thank you for the correction; will make the change.

Laiza N. Otero
Research Associate
U.S. Election Assistance Commission
1225 New York Avenue, Suite 1100
Washington, DC 20005
Tel. (202) 566-3100 (main office)
Tel. (202) 566-2209 (direct)
Fax (202) 566-3128
bg@q2dataresearch.com



bg@q2dataresearch.com

12/07/2006 09:53 PM

To lotero@eac.gov

cc kmd@q2dataresearch.com

Subject RE: EAC logo on survey

Laiza:

Yes, its fine except that not all respondents are necessarily "registered" at the moment they get the survey, so can it read "respondents to the survey are uniformed and overseas voters"?

Thanks,

Bonnie Glaser

----- Original Message -----

Subject: RE: EAC logo on survey

From: lotero@eac.gov

Date: Wed, December 06, 2006 12:11 pm

To: bg@q2dataresearch.com

Cc: kmd@q2dataresearch.com

Is this ok with you? If it is, I'll put at the end of the pdf file - you can insert it then as a footnote on the actual survey.

Section 245 of the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301) requires the U.S. Election Assistance Commission (EAC) to conduct

009583

a study of issues and challenges, including the potential for election fraud, that are presented by the incorporation of communications and Internet technologies in the Federal, State, and local electoral process. The EAC is required to submit a report on the results of the study to Congress. In addition, this information will be made publicly available on the EAC website at www.eac.gov. Respondents to this survey are registered uniformed and overseas voters. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB Control No. 3265-0005 (expires 5/31/2007). The time required to complete this information collection is estimated to average .25 hours per response. This estimate includes the time for reviewing the instructions, gathering information, and completing the form. Comments regarding this burden estimate should be sent to the Program Manager - 2006 Election Administration and Voting Survey, U.S. Election Assistance Commission, 1225 New York Ave, NW, Suite 1100, Washington, DC 20005.



"Hunt, Alexander T."
<Alexander_T._Hunt@omb.
eop.gov>

12/11/2006 01:58 PM

To: lotero@eac.gov

cc

bcc

Subject: RE: Revised UOCAVA Survey Instrument

History: This message has been replied to.

I approved the non-substantive change today. In the future, I think it would be better to not include documents from the previous approval. It's pretty easy for me to look at those if I want to.

Thanks.

From: lotero@eac.gov [mailto:lotero@eac.gov]
Sent: Wednesday, December 06, 2006 5:52 PM
To: Hunt, Alexander T.
Subject: RE: Revised UOCAVA Survey Instrument

I uploaded the survey under the IC section and the summary of changes is on that same page and also under the supplementary documents section. I also selected the "No material or nonsubstantive change to a currently approved collection" for Type of information collection. When you create a new ICR based on an existing collection it migrates all of the information and documents of the previous one - should I delete the previous survey and select "agency discretion"? Should I delete any other information/documents?

I'm still here for a bit at the office, in case it may be easier to go over it on the phone.

Information Collection Instruments:

Instrument File	Form No.	Form Name	Document Type	U R L	Available Electronically?	Can Be Submitted Electronically?	Electronic Capability
<u>EAC Survey of UOCAVA Voters.pdf</u>	EA C-R S02	EAC Survey of UOCAVA Voters	Form and Instruction		Yes	Yes	Fillable Fileable Signable
<u>Revised UOCAVA Survey.12.6.2006.pdf</u>	EA C-R S02	Revised EAC Survey of UOCAVA Voters	Form and Instruction		Yes	Yes	Fillable Fileable Signable

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Documents for IC

Title	Document	Date Uploaded	Uploade d By
<u>Summary of Revisions to Survey of UOCAVA Voters</u>	<u>Summary of UOCAVA Survey Revisions.12.6.2006.doc</u>	12/06/2006	Otero, Laiza

"Hunt, Alexander T." <Alexander_T._Hunt@omb.eop.gov>

12/06/2006 05:21 PM

To lotero@eac.gov

cc

Subject RE: Revised UOCAVA Survey Instrument

I can access it but it looks like the previous request. For this request, you should just upload the revised form and a supplemental document summarizing the changes.

From: lotero@eac.gov [mailto:lotero@eac.gov]
Sent: Wednesday, December 06, 2006 5:17 PM
To: Hunt, Alexander T.
Subject: RE: Revised UOCAVA Survey Instrument

I think I got it. Let me know if you can access it now and if there is any information missing. Thank you again for your help on this.

Laiza

Submitted Request List

[Filter List](#) [View All](#)

Criteria: **Status**=(Received in OIRA, Open for Amendment, Closed for Amendment);

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<u>OMB Contr ol No</u>	<u>ICR Ref.No</u>	<u>Subm itted Date</u>	<u>Agen cy/Su b</u>	<u>Agency ICR Tracking Number</u>	<u>Title</u>	<u>Current Expirati on Date</u>	<u>Last Revie wed By</u>	<u>Statu s</u>	<u>Requ est Type</u>
3265- 0005	200612- 3265-00 2	12/06/ 2006	EAC		U.S. Election Assistance Commission Survey of UOCAVA Voters	05/31/20 07		Recei ved in OIRA	<u>ICR Chg</u>

List shows all requests for ICR review (No Time Limit).

Login: lotero

009587



Laiza N. Otero/EAC/GOV

12/11/2006 05:30 PM

To bg@q2dataresearch.com@GSAEXTERNAL

cc lotero@eac.gov

bcc

Subject RE: EAC logo on survey

You are correct about the formatting and the numbers (you are 3265-0005). Our OMB desk officer approved three collections at the same time (the first time voters focus groups - emergenc, my survey - regular, and yours - emergency) and randomly assigned numbers :-)

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-----bg@q2dataresearch.com wrote: -----

To: lotero@eac.gov
From: bg@q2dataresearch.com
Date: 12/11/2006 04:13PM
Subject: RE: EAC logo on survey

Laiza:

Yes, we will try to do that. Do I understand correctly that either first page or last page is ok, in case we run into formatting issues in any version?

Also, I just want to confirm that our OMB Control No. 3265-0005, and the EAC Election Day survey is OMB Control No. 3265-0006...which is just one number different?? Were they approved sequentially or is that just a coincidence?

Thanks,

Bonnie Glaser

009588

 **Laiza N. Otero/EAC/GOV**

12/11/2006 03:00 PM

To Karen Lynn-Dyson/EAC/GOV@EAC

cc

bcc

Subject UOCAVA survey

Hello,

I've prepared the following for the UOCAVA survey to post it on our website - thoughts? I feel the second paragraph needs more meat - suggestions? Gracias!



Web Summary Text.doc

Laiza N. Otero
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009589

U.S. Election Assistance Commission (EAC)

Research in Progress: Survey of Uniformed and Overseas Voters (OMB Control No. 3265-0005 – ICR Ref. No. 200612-3265-002)

Background:

Section 245 of the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301) requires the EAC to conduct a study of issues and challenges, including the potential for election fraud, that are presented by the incorporation of communications and Internet technologies in the Federal, State, and local electoral process. In delineating nine possible research topics, Congress specifically identified the need for further research in determining the requirements for authorization, collection, storing, and processing electronically generated messages permitting eligible voters to apply for an absentee ballot. At the conclusion of the study, the EAC is required to submit a report to both the Committee on House Administration of the House of Representatives and the Committee on Rules and Administration of the Senate on the results of the study, including such legislative recommendations or model State laws as are required to address the findings of the Commission. In addition, the report will be made available on the EAC website at www.eac.gov.

To meet its requirements under HAVA §245, the EAC awarded a contract in November 2006 to Q2 Data & Research, LLC to: 1) conduct case studies to examine in depth the experiences of four to five state and/or local election jurisdictions with developing and implementing a system for transmitting and/or receiving absentee ballots from uniformed and overseas voters; 2) administer a survey of overseas and uniformed voters regarding their experiences with electronic voting; and 3) conduct a conference on internet voting and the transmission and receipt of absentee ballots for UOCAVA voters.

In accordance with the information clearance process under the Paperwork Reduction Act (PRA) of 1995, the EAC received approval from the Office of Management and Budget (OMB) to carry out the survey of uniformed and overseas voters; a copy of the survey and OMB documentation are available below.

VIEW Survey of UOCAVA Voters (OMB Control No. 3265-0005) (PDF)

VIEW Information Collection Request (ICR) submitted to the Office of Management and Budget (OMB) – http://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=200612-3265-002

Information:

For more information or questions regarding this collection, please, contact the U.S. Election Assistance Commission at 1-866-747-1471 or by e-mail at lotero@eac.gov.

009596



bg@q2dataresearch.com

12/13/2006 04:18 PM

To: lotero@eac.gov

cc

bcc

Subject: RE: EAC logo on survey

History:

✉ This message has been replied to.

Laiza,

Here is the survey to post to the EAC website. Please let me know how to find it once it is up...as I couldn't find anything about our project on the EAC site last time I looked.

Thanks!

Bonnie Glaser

----- Original Message -----

Subject: RE: EAC logo on survey

From: lotero@eac.gov

Date: Tue, December 12, 2006 6:16 am

To: bg@q2dataresearch.com

I'll wait for the final one :-) I like the hard copy best for general viewing purposes - it looks really nice, great work!

For the link to the actual web survey - do we need some explanation - ex. is it for viewing only or for a UOCAVA voter to go and take it.

L.

bg@q2dataresearch
.com

To

12/11/2006 06:12
PM

lotero@eac.gov

cc

Subject

RE: EAC logo on survey

009591

Laiza, I am sorry...I sent this too soon...there will be a few small changes. Can you replace it with another one tomorrow or the next day or do you just want to wait for the final one before uploading?

----- Original Message -----

Subject: RE: EAC logo on survey
From: bg@q2dataresearch.com
Date: Mon, December 11, 2006 4:05 pm
To: lotero@eac.gov

Laiza, attached is the survey with the necessary information added. Please note that this is the hard copy version, rather than the on-line version. If you need the on-line version too (much longer) please let me know. Also, please send the link to get to it on the EAC website once it is there.

Thanks,

Bonnie Glaser

----- Original Message -----

Subject: RE: EAC logo on survey
From: lotero@eac.gov
Date: Mon, December 11, 2006 3:30 pm
To: bg@q2dataresearch.com
Cc: lotero@eac.gov

You are correct about the formatting and the numbers (you are 3265-0005). Our OMB desk officer approved three collections at the same time (the first time voters focus groups - emergenc, my survey - regular, and yours - emergency) and randomly assigned numbers :-)

009592

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-----bg@q2dataresearch.com wrote: -----

To: lotero@eac.gov
From: bg@q2dataresearch.com
Date: 12/11/2006 04:13PM
Subject: RE: EAC logo on survey

Laiza:

Yes, we will try to do that. Do I understand correctly that either first page or last page is ok, in case we run into formatting issues in any version?

Also, I just want to confirm that our OMB Control No. 3265-0005, and the EAC Election Day survey is
OMB Control No. 3265-0006...which is just one number different?? Were they approved sequentially or is that just a coincidence?

Thanks,



Bonnie Glaser 2006 EAC UOCAVA Voter Survey - for EAC Website Posting.pdf

009593

U.S. Election Assistance Commission



2006 Overseas and Military Voter Survey

Dear Voter,

We are conducting a survey of overseas and uniformed services absentee voters and are inviting you to tell us about your experiences with the election process.

The United States Congress has asked for this study because of the reports that uniformed services and overseas voters often have problems when trying to vote. We are working to make sure that your experiences and suggestions are being collected and forwarded to Congress.

Your responses are confidential so please take 8-10 minutes to fill out this survey, and tell us about your voting experience in November of 2006. This is a great opportunity to help improve the system and your participation matters: we can not do a good job without your help!

Thank you so much!

Please send your completed replies to:

Q² Data & Research, LLC
Mail Services Office
217 Bayview Street
San Rafael, CA 94901 USA

Please Note:

You are invited to take this same survey online.

It's fast and there's no postage!

[Click here](#) to take the 2006 EAC UOCAVA Voter Survey online!

Section 245 of the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301) requires the U.S. Election Assistance Commission (EAC) to conduct a study of issues and challenges, including the potential for election fraud, that are presented by the incorporation of communications and Internet technologies in the Federal, State, and local electoral process. The EAC is required to submit a report on the results of the study to Congress. In addition, this information will be made publicly available on the EAC website at www.eac.gov. Respondents to this survey are uniformed and overseas voters. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB Control No. 3265-0005 (expires 5/31/2007). The time required to complete this information collection is estimated to average .25 hours per response. This estimate includes the time for reviewing the instructions, gathering information, and completing the form. Comments regarding this burden estimate should be sent to the Program Manager - 2006 Election Administration and Voting Survey, U.S. Election Assistance Commission, 1225 New York Ave, NW, Suite 1100, Washington, DC 20005.

2006 EAC UOCAVA Voter Survey

Survey Instructions:

Work your way through the survey following the numbered questions in order. Several of the questions instruct you to skip ahead to a specific question depending on how you answered the question. Please follow these skip instructions carefully.

Make a heavy mark in the box next to your chosen answer or answers. Many of the questions allow for more than one response.

Thanks again for your help with this important project.

1. Were you an overseas citizen or a member of the Uniformed Services, a spouse or dependent of a uniformed service member on November 7, 2006?

- ☐ U.S. citizen living outside the U.S. temporarily
- ☐ U.S. citizen living outside the U.S. indefinitely/permanently
- ☐ Uniformed service member
- ☐ Spouse or dependent of a uniformed service member

2. On November 7th in which country were you living or serving?

3. In which U.S. state or territory did you vote, or would you have voted, had you been in the U.S. on November 7, 2006.

4. Describe your voting history: (check all that apply)

- ☐ This was or would have been my first time voting in my life as an overseas citizen
- ☐ This was or would have been my first time voting as an absentee military service member, spouse or dependent
- ☐ Voted before as an overseas citizen
- ☐ Voted before as an absentee military services member spouse or dependent.
- ☐ Voted before locally in the US
- ☐ Voted before as a domestic absentee in the US
- ☐ I don't remember

5. Did you vote in the November 7, 2006 election?

- ☐ Yes, I voted **Skip to Q12!**
- ☐ No, I did not vote or try to vote
- ☐ No, I tried but was unable to complete the process

6. Why didn't you vote? (check all that apply)

- ☐ My ballot did not arrive
- ☐ My ballot was late
- ☐ My ballot arrived while I was traveling
- ☐ My ballot arrived while I was on duty somewhere else
- ☐ I moved and my ballot was sent to my old address
- ☐ I forgot to send my ballot
- ☐ My voter registration/ballot request was denied
- ☐ I missed the registration deadline
- ☐ I thought I was registered, but wasn't
- ☐ My address changed
- ☐ I could not meet my state's notarization requirements
- ☐ I could not meet my state's witness requirements
- ☐ I did not know what I needed to do to register to vote
- ☐ I didn't think my vote would matter
- ☐ I found the process to complicated
- ☐ I had no interest in voting
- ☐ Other, please specify:

7. If you had been in the U.S. on November 7, 2006, Election Day, how likely is it that you would have voted?

- ☐ Very likely
- ☐ Somewhat likely
- ☐ Neither likely or unlikely
- ☐ Somewhat unlikely
- ☐ Very unlikely

8. Did you complete a form to register to vote and/or request an absentee ballot for the November 7, 2006 election?

- ☐ Yes
- ☐ No
- ☐ I don't remember

Skip to Q42!

9. How did you get your voter registration/ballot request form?

- ☐ I downloaded the blank form from a website
- ☐ I filled-out the form online and printed it
- ☐ I received it from my state/local election office
- ☐ I picked it up at the US Embassy/Consulate
- ☐ I used the online IVAS system
- ☐ I registered and/or received a form in person
- ☐ I received it in the mail
- ☐ It was faxed to me
- ☐ I received it as an email attachment
- ☐ Other, please specify:

10. When, in 2006, did you send in your voter registration/ballot request form?

- ☐ Between January and July 2006
- ☐ August
- ☐ September
- ☐ First half of October
- ☐ Second half of October
- ☐ November
- ☐ I never sent the form
- ☐ I don't remember

11. How did you SEND IN your voter registration/ballot request form?

- ☐ FAX
- ☐ FAX + original form by mail
- ☐ Email
- ☐ Email + original form by mail
- ☐ I used the IVAS service for the DOD
- ☐ Regular Mail
- ☐ Courier/Certified or Express Mail
- ☐ Military Postal Service (APO/FPO)
- ☐ Sent through Consulate/Embassy mail pouch
- ☐ In person at my election office
- ☐ I never sent the form
- ☐ Other, please specify:

Skip to Q42!

2006 EAC UOCAVA Voter Survey

12. Did you complete a form to register to vote and/or request an absentee ballot for the November 7, 2006 election?

☐ Yes

☐ No

☐ I don't remember. } **Go to Q16!**

13. How did you get your voter registration/ballot request form?

- ☐ I downloaded the blank form from a website
- ☐ I filled-out the form online and printed it
- ☐ I received it from my state/local election office
- ☐ I picked it up at the US Embassy/Consulate
- ☐ I used the online IVAS system
- ☐ I registered and/or received a form in person
- ☐ I received it in the mail
- ☐ It was faxed to me
- ☐ I received it as an email attachment
- ☐ Other, please specify:

14. When, in 2006, did you send in your voter registration/ballot request form?

- ☐ Between January and July 2006
- ☐ August
- ☐ September
- ☐ First half of October
- ☐ Second half of October
- ☐ November
- ☐ I never sent the form
- ☐ I don't remember

15. How did you send in your voter registration/ballot request form?

- ☐ FAX
- ☐ FAX + original form by mail
- ☐ Email
- ☐ Email + original form by mail
- ☐ I used the IVAS service for the DOD
- ☐ Regular Mail
- ☐ Courier / Certified or Express Mail
- ☐ Military Postal Service (APO/FPO)
- ☐ Sent through Consulate/Embassy mail pouch
- ☐ In person at my election office
- ☐ I never sent the form
- ☐ Other, please specify:

16. When did you receive your blank ballot for the November 7, 2006 election?

- ☐ August
- ☐ September
- ☐ First half of October
- ☐ Second half of October
- ☐ The week before the election
- ☐ Election Day
- ☐ After Election Day
- ☐ I don't remember

17. How was your blank ballot delivered to you?

- ☐ FAX
- ☐ Email
- ☐ Downloaded through DOD IVAS service
- ☐ Regular Mail
- ☐ Courier / Certified or Express Mail
- ☐ Military Postal Service (APO/FPO)
- ☐ Other, please specify:

18. Had you ever received a blank ballot in this way before?

- ☐ Yes
- ☐ No

19. How would you describe the way you received your blank ballot? (check all that apply)

- ☐ Fast
- ☐ Easy
- ☐ Practical
- ☐ Slow
- ☐ Difficult
- ☐ Impractical
- ☐ No opinion
- ☐ Other, please describe:

20. Did you feel it was a secure way to receive your blank ballot?

- ☐ Very secure
- ☐ Secure
- ☐ Neutral
- ☐ Insecure
- ☐ Very insecure

21. Was the ballot easy to complete?

- ☐ Easy
- ☐ Somewhat easy
- ☐ Neither
- ☐ Somewhat difficult
- ☐ Difficult
- ☐ Don't know

22. What method did you use to SEND IN your VOTED ballot?

- ☐ Email
- ☐ Email + original ballot in mail
- ☐ FAX machine
- ☐ FAX machine + original ballot in mail
- ☐ Internet FAX transmission
- ☐ Internet FAX transmission + original ballot in mail

If you chose any of the top six answers to this question, please continue through the survey with no skips.

- ☐ Regular Mail
- ☐ Courier / Certified or Express Mail
- ☐ Military Postal Service (APO/FPO)
- ☐ Sent through Consulate/Embassy mail pouch
- ☐ I dropped it off or voted at my local election office in the US
- ☐ Other, please specify:

If you chose any of the final six answers to this question, please complete Q23 - Q25 and then skip to Q35.

2006 EAC UOCAVA Voter Survey

23. How would you rate the ease-of-use of this way of sending in your voted ballot?

- ☐ Easy
- ☐ Somewhat easy
- ☐ Neutral
- ☐ Somewhat difficult
- ☐ Difficult

24. When did you send in your voted ballot for the November 7, 2006 election?

- ☐ September
- ☐ First half of October
- ☐ Second half of October
- ☐ First week of November
- ☐ Election Day
- ☐ After Election Day
- ☐ I can't remember

25. How satisfied were you with the process of obtaining and casting a ballot in 2006?

- ☐ Satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Dissatisfied

After completing the above questions 23-25, please return to Q22 to determine where to move to next.

If you chose any of the top 6 answers to Q22, please continue through all questions in the survey to the end.

If you chose any of the bottom 6 answers to Q22, please skip to Q35 and complete the survey from that point.

26. How would you describe the electronic transmission method you used to RETURN your voted ballot? (check all that apply)

- ☐ Practical
- ☐ User-friendly
- ☐ Logical
- ☐ Well-defined
- ☐ Fast
- ☐ Easy
- ☐ Slow
- ☐ Difficult
- ☐ Hard to understand
- ☐ Other, please describe:

27. Did you ever use this electronic transmission method to send a voted ballot in any other election?

- ☐ Yes
- ☐ No

28. Please rate the ease-of-use of the electronic transmission method you used to send your voted ballot?

- ☐ Easy
- ☐ Somewhat easy
- ☐ Neutral
- ☐ Somewhat difficult
- ☐ Difficult

29. If you found this method easy to use, please tell us what contributed to that ease-of-use. (check all that apply)

- ☐ Clear instructions
- ☐ Easy to understand
- ☐ Fast
- ☐ Handy
- ☐ Good format - easy to see
- ☐ Could use it from my location
- ☐ No travel required
- ☐ Not applicable; I found it difficult to use
- ☐ Other, please specify

30. Why did you decide to send your ballot in this way? (check all that apply)

- ☐ It was easy
- ☐ It saved me time
- ☐ I didn't need to travel
- ☐ I thought it was required
- ☐ It was offered
- ☐ It was less expensive
- ☐ To get my ballot back faster
- ☐ It was suggested that I use this method
- ☐ I received an email telling me about it
- ☐ I thought it was safer than regular mail
- ☐ My blank ballot arrived late
- ☐ Other, please specify:

31. Did you have any problems with the electronic transmission method of sending your voted ballot? (check all that apply)

- ☐ There were too many steps
- ☐ I didn't understand the instructions
- ☐ I wasn't sure if I needed a witness
- ☐ I didn't understand what to do
- ☐ No, I did not have any problems
- ☐ Other, please specify

32. How satisfied were you with the electronic method used to send in your voted ballot?

- ☐ Satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Dissatisfied

33. Were you asked to waive (give up) the right to a private vote?

- ☐ Yes
- ☐ No

Additional Comment:

34. If you did waive your right to a private vote, how would you describe your feelings about that?

- ☐ Concerned
- ☐ Somewhat concerned
- ☐ Neutral
- ☐ Somewhat unconcerned
- ☐ Unconcerned
- ☐ Don't know
- ☐ Not Applicable

35. Would you send in your voted ballot again in the future using the same method as you did in the election of November 7, 2006?

- ☐ Yes
- ☐ No

2006 EAC UOCAVA Voter Survey

36. How did you find out about the voting method you used? (check all that apply)

- ☐ Internet Search
- ☐ Got an Email
- ☐ Local Election Official
- ☐ Consulate/Embassy
- ☐ Voting Assistance Officer
- ☐ Federal Voter Assistance Program
- ☐ IVAS Website from DOD
- ☐ Newspaper
- ☐ Newsletter
- ☐ State Election Office web site
- ☐ Local Election Office web site
- ☐ Political party
- ☐ Voter organization
- ☐ Can't remember
- ☐ Other, please specify

37. How did you feel about the security of your actual VOTE?

- ☐ Concerned
- ☐ Somewhat concerned
- ☐ Neutral
- ☐ Somewhat unconcerned
- ☐ Unconcerned
- ☐ Don't know
- ☐ Not Applicable

38. What security concerns did you have in regard to your vote? (check all that apply)

- ☐ I was not sure my voted ballot actually arrived
- ☐ I was concerned that my voted ballot could get lost
- ☐ I was concerned that someone saw how I voted
- ☐ I was concerned someone could change my vote
- ☐ I had no concerns
- ☐ Other, please specify

39. Did you confirm that your ballot arrived?

- ☐ Yes, I checked through state or county online tracking tool
- ☐ Yes, I contacted my election office
- ☐ No, I did not confirm my ballot arrival
- ☐ Other, please specify

40. How much time would you estimate the entire process of voting took you from the time you started till the time you sent your voted ballot for November 7, 2006?

Include registration/ballot request, paperwork processing, phone calls or visits to official offices, as applicable to you.

- ☐ Less than 2 weeks
- ☐ 2 - 4 weeks
- ☐ 5 - 6 weeks
- ☐ 7 - 8 weeks
- ☐ More than 8 weeks
- ☐ I don't know

41. What was the TOTAL cost to you to return your registration AND ballot materials, including postage and any other costs? (in \$USD)

- ☐ None
- ☐ Under \$5
- ☐ \$ 5 - \$10
- ☐ \$10 - \$25
- ☐ \$25 - \$50
- ☐ \$50 - \$100+
- ☐ Other, please specify

42. If you were to send a FAX, what type of FAX service would you use: (check all that apply)

- ☐ FAX machine always available
- ☐ Pay-per-use FAX services
- ☐ Internet FAX program
- ☐ No FAX services available
- ☐ I don't use FAX services
- ☐ Other, please specify

43. How often do you access the Internet?

- ☐ Daily
- ☐ 2-3 times a week
- ☐ Once a week
- ☐ Sometimes
- ☐ Almost Never
- ☐ Never

44. Where do you access the Internet? (check all that apply)

- ☐ Home
- ☐ Work
- ☐ Internet Cafe
- ☐ Library
- ☐ Other, please specify

45. What kind of Internet access location do you use: (check all that apply)

- ☐ Public
- ☐ Private
- ☐ Business
- ☐ Other, please specify

46. In a future election, would you be comfortable sending in a voted ballot electronically by email, FAX or voting online?

- ☐ Yes
- ☐ No
- ☐ Not sure
- ☐ Other, please specify:

2006 EAC UOCAVA Voter Survey

47. What concerns would you have about sending in a voted ballot electronically by email, FAX or voting online? (check all that apply)

- ☐ I do not have any concerns about voting online
- ☐ I do not have any concerns about voting by FAX
- ☐ I do not have any concerns about voting by email
- ☐ I have privacy concerns
- ☐ I have security concerns
- ☐ I don't trust the Internet
- ☐ I don't want to share personal information on the Internet
- ☐ I'm concerned that my election official will see how I voted
- ☐ I'm afraid that people could see how I voted
- ☐ Other, please specify

48. How old were you on November 7, 2006?

- ☐ 18 to 24 years
- ☐ 25 to 34 years
- ☐ 35 to 44 years
- ☐ 45 to 54 years
- ☐ 55 to 64 years
- ☐ 65 to 74 years
- ☐ 75 years and older

49. Please indicate your gender.

- ☐ Male
- ☐ Female

50. When did you last live in the US?

- ☐ Less than 1 year ago
- ☐ At least 1 year but less than 2 years ago
- ☐ At least 2 years but less than 5 years ago
- ☐ At least 5 year but less than 10 years ago
- ☐ 10 or more years ago
- ☐ Does not apply - I am active duty / active duty family member in the US

51. What is the highest level of formal education you have completed?

- ☐ Some high school
- ☐ High school graduate or GED
- ☐ Trade school
- ☐ College or associate's degree
- ☐ Bachelor's degree
- ☐ Advanced degree
- ☐ Other, please specify

52. Did you have to go to the US Embassy or Consulate at any time in the voting process?

- ☐ Yes
- ☐ No

53. How often do you go to the US Embassy or Consulate related to the voting process during an average election year?

- ☐ Never
- ☐ Once
- ☐ Twice
- ☐ Three times or more
- ☐ Other, please specify

54. How long does it take to travel to the closest US Consulate/Embassy from where you live right now?

- ☐ Less than 1 hour
- ☐ 2-3 hours
- ☐ 4 or more hours

55. Please provide other comments or suggestions that you may have here:

Thank you for participating in this EAC voter survey.

Your feedback will contribute to the further development and improvement of voter services to overseas citizens and military absentee voters.

Please send your completed replies to:

Q² Data & Research, LLC
Mail Services Office
217 Bayview Street
San Rafael, CA 94901 USA


Juliet E.
Thompson-Hodgkins/EAC/G
OV

05/11/2006 06:25 PM

To Laiza N. Otero/EAC/GOV@EAC

cc

bcc

Subject Re: Survey 

do you have time on Friday (5/12) to go over these items?

Juliet Thompson Hodgkins
General Counsel
United States Election Assistance Commission
1225 New York Ave., NW, Ste 1100
Washington, DC 20005
(202) 566-3100
Laiza N. Otero/EAC/GOV

 Laiza N. Otero/EAC/GOV

05/09/2006 05:39 PM

To Juliet E. Thompson-Hodgkins/EAC/GOV@EAC

cc

Subject Survey

Julie,

- I have revised the survey to reflect your changes/recommendations. See attached.
- For Question 29 (regarding felons), I have included a yes/no check box under each category. However, do we need/want more information beyond the eligibility of the persons? For example, when are their rights restored, if at all, if they are not allowed to vote while in one of the categories mentioned.
- I have to present the draft document to the Commissioners and the Boards in the next couple of weeks. In your most honest and brutal opinion, what could I do the document (short of a puppet skit) to make it more clear, readable, and usable? Is it ready to be presented to the Commissioners and the Board? I would like to have the official draft by the end of this week so Adam can distribute it to the Boards and I can distribute it to the Commissioners and Tom in time for the meetings. I will be out of the office this coming Monday thru Wednesday (I'll be in Kennesaw, GA).
- Humanitas: Their price quote is \$82,007.20. This price is within the project's budget; especially since the money for analysis would come out of the '07 budget. I have looked at other vendors on the GSA Schedule to compare the Direct Labor Costs, and the Humanitas quote seems to be in tandem with the other ones I looked at; the difficulty is assessing the estimated amount of hours they claim it will take. However, is this task within the original scope of work of our contract with Humanitas? Is it as simple as modifying their contract? Or do we want to consider bidding it? I have spoken with both Karen and Gaylin about this. My concern is that I want to make sure we get the best possible candidate for the job (not that I think Humanitas would do a poor job) and at the best value for us. We really need to make sure we do an outstanding job collecting the survey data this time around. With GovWorks, the bidding process should be much simpler than before, and we have some time before the online instrument would need to go "live" since a lot of the information we need becomes available after November 7th. By writing a SOW we can also be very clear as to what it is we want and how we want it done, and it's best in my opinion for accountability purposes. What are your thoughts on this?



Revised Survey.doc

009405

THANK YOU!

Laiza N. Otero
Research Associate
U.S. Election Assistance Commission
1225 New York Avenue, Suite 1100
Washington, DC 20005
Tel. (202) 566-1707
Fax (202) 566-3128

009406

IMPORTANT: Please, **DO NOT USE** "N/A" as an equivalent to "0." Only use "N/A" (not applicable) if the answer is not available or not allowable by state law or not collected by your jurisdiction. The number "0" ("zero") should only be used to indicate that the answers is "zero" or "none."

VOTER REGISTRATION

Note: Questions 1-29 refer to the period from the close of registration for the **November 2, 2004**, Federal general elections to the close of registration for the **November 7, 2006**, Federal general elections.

Active voters refers to all registered voters except those who have been sent but have not responded to a confirmation mailing sent in accordance with NVRA (42 U.S.C. 1973gg-6(d)) and have not since offered to vote.

Inactive voters refers to registrants who have been sent but have not responded to a confirmation mailing sent in accordance with NVRA (42 U.S.C. 1973gg-6(d)) and have not since offered to vote.

Duplicate registration application refers to an application to register by a person already registered to vote at the same address, under the same name, and (where applicable) the same political party.

1. Total number of registered voters statewide and by county/local jurisdiction at the time of the close of registration for the past two Federal general elections (including Election Day registrations where applicable – see Question 2):

	November 2, 2004	November 7, 2006
Active voters:	_____	_____
Inactive voters (if applicable):	_____	_____
Total:	_____	_____

2. Total number of persons statewide and by county/local jurisdiction who registered to vote on Election Day [November 7, 2006] – **Only applicable to states with Election Day registration (Idaho, Maine, Minnesota, New Hampshire, Wisconsin, and Wyoming):

Total: _____

009407

CONTINUE TO NEXT PAGE

3. Total number statewide and by county/local jurisdiction of voter registration applications received **from all sources** during the period from the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections:

Total: _____

4. Total number statewide and by county/local jurisdiction of voter registration applications received **by mail** during the period from the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections:

Total: _____

5. Total number statewide and by county/local jurisdiction of voter registration applications received **in person at the clerk or registrar's office** during the period from the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections:

Total: _____

6. Total number statewide and by county/local jurisdiction of registration applications that were **received from or generated by** each of the following categories between the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections:

All motor vehicle offices: _____

All public assistance agencies that are mandated as registration sites under NVRA: _____

All state-funded agencies primarily serving persons with disabilities: _____

All Armed Forces recruitment offices: _____

All other agencies designated by the state: _____

7. Total number statewide and by county/local jurisdiction of registration applications identified in response to **Question 3** that were:

Duplicates of other valid voter registrations: _____

Changes of address, name, or party: _____

Invalid or rejected (other than duplicates): _____

8. Total number statewide and by county/local jurisdiction of **new, valid registrations** processed between the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections. ****This includes all registrations that are new to the local jurisdiction and re-registrations across jurisdictional lines. This does not include applications that are duplicates, rejected, or report only a change of name, address, or (where applicable) party preference within the local jurisdiction.**

Total: _____

Registration process

9. Total number of election jurisdictions conducting voter registration.

Total: _____

10. Identify the local entity primarily responsible for registering voters:

<input type="checkbox"/>	Circuit Clerk
<input type="checkbox"/>	City Clerk
<input type="checkbox"/>	County Auditor
<input type="checkbox"/>	County Board of Elections
<input type="checkbox"/>	County Clerk
<input type="checkbox"/>	County Commissioner
<input type="checkbox"/>	County Election Board Secretary
<input type="checkbox"/>	County Voter Registration Board
<input type="checkbox"/>	Director of Voter Registration

<input type="checkbox"/>	Election Commissioner
<input type="checkbox"/>	Local General Registrar
<input type="checkbox"/>	Municipal Clerk
<input type="checkbox"/>	Recorder
<input type="checkbox"/>	Registrar
<input type="checkbox"/>	Supervisor/Director of Elections
<input type="checkbox"/>	Tax Assessor Collector
<input type="checkbox"/>	Town Clerk
<input type="checkbox"/>	Other (please, specify)

11. Identify each and every other state and local government office or agency designated as a voter registration agency (provides voter registration opportunities/services):

<input type="checkbox"/>	Motor vehicle offices
<input type="checkbox"/>	All offices that provide public assistance that are mandated as registration sites by NVRA
<input type="checkbox"/>	All offices that provide state-funded programs primarily serving persons with disabilities
<input type="checkbox"/>	All armed forces recruitment offices
<input type="checkbox"/>	Other agencies designated by the State (<i>please, specify</i>)

12. Does your office provide training on the voter registration process to employees of Federal, State, and local government offices or agencies designated as voter registration agencies?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

13. How are voter registration applications transferred from the other voter registration agencies listed in response to **Question 11** to the official responsible for voter registration?

<input type="checkbox"/>	Courier	<input type="checkbox"/>	Power Profile System
<input type="checkbox"/>	Disk	<input type="checkbox"/>	Tape
<input type="checkbox"/>	E-mail/Electronic	<input type="checkbox"/>	U.S. Mail
<input type="checkbox"/>	Fax	<input type="checkbox"/>	VPN
<input type="checkbox"/>	Hand delivered	<input type="checkbox"/>	Other (<i>please, specify</i>)
<input type="checkbox"/>	Inter-office mail		

14. Who verifies and processes voter registration forms?

<input type="checkbox"/>	State officials
<input type="checkbox"/>	Local officials
<input type="checkbox"/>	Both

15. Which number is used as the voter identification number on the processed voter registration form? *(This does not refer to the number used to verify the application. This refers to the number given to the voter once they have been verified and entered into the voter database.)*

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Last 4-digits of the Social Security number |
| <input type="checkbox"/> | Full Social Security number |
| <input type="checkbox"/> | Driver's license number |
| <input type="checkbox"/> | Unique identifier <i>(please, identify what method is used for assigning the unique identifier)</i> |
| <input type="checkbox"/> | Other <i>(please, specify)</i> |

16. How do voter registration officials **verify voter registration applications**? *(This refers to the process of verifying the applications used to register to vote. This does not refer to the process of verifying voters when they go to vote.)*

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Check jury lists |
| <input type="checkbox"/> | Link and verify through the department of motor vehicles |
| <input type="checkbox"/> | Link and verify through the social security administration records |
| <input type="checkbox"/> | Link and verify through the State's vital statistics records |
| <input type="checkbox"/> | Link and verify through other state agency <i>(please, specify agency)</i> |
| <input type="checkbox"/> | Matched against the voter registration database |
| <input type="checkbox"/> | Tracking of returned voter identification cards |
| <input type="checkbox"/> | Tracking the return of disposition notices |
| <input type="checkbox"/> | Other <i>(please, specify)</i> |

17. How do voter registration officials check (use as matching criteria) for duplicate registrations?

- | | |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | Address |
| <input type="checkbox"/> | Date of birth |
| <input type="checkbox"/> | Driver's license number |
| <input type="checkbox"/> | Names provided by registrant |
| <input type="checkbox"/> | Social security number |
| <input type="checkbox"/> | Other <i>(please, specify)</i> |

18. Does your State check for duplicate voter registrations across state lines?

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Yes <i>(If "yes", please, identify which states.)</i> |
| <input type="checkbox"/> | No |

19. Are applicants whose applications are rejected notified of the rejection and the reason for the rejection?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

20. Does the statewide voter registration database link to the State's department of motor vehicles?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

21. Does the statewide voter registration database link to disability and social services agencies in a similar manner to the State's department of motor vehicles?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

List Maintenance

List maintenance refers to the specific process and procedures by which State and/or local election officials update and preserve information contained on the official list of registered voters.

22. What process is used to perform list maintenance?

<input type="checkbox"/>	Electronic
<input type="checkbox"/>	Manual
<input type="checkbox"/>	Both

23. Who is responsible for conducting list maintenance?

<input type="checkbox"/>	State officials
<input type="checkbox"/>	Local officials
<input type="checkbox"/>	Both

24. Total number of registrations statewide and by county/local jurisdiction that were, for whatever reason, **deleted from the registration list**, including both active and inactive voters if such a distinction is made in your state, between the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections:

Total:

CONTINUE TO NEXT PAGE 0094126

25. Total number statewide and by county/local jurisdiction of **removal notices [Section 8(d)(2) confirmation] mailed** out between the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections:

Total: _____

26. Total number statewide and by county/local jurisdiction of **responses received** to the confirmation notices mailed out between the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections:

Total: _____

27. Total number statewide and by county/local jurisdiction of voters **moved to the inactive list** between the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections:

Total: _____

28. Total number statewide and by county/local jurisdiction of voters (**active AND inactive voters**) **removed** from the voter rolls between the close of registration for the November 2, 2004, Federal general elections until the close of registration for the November 7, 2006, Federal general elections for the following reasons:

Change of address (moved outside of jurisdiction) _____

Death: _____

Disqualifying felony convictions: _____

Failure to vote in two consecutive federal general elections: _____

Voter requested to be removed: _____

Other reasons: (please, specify) _____

Total number of registrations removed: _____

009413

29. Identify all of the sources considered in performing list maintenance:

	Applications for absentee ballots		Notices of deceased persons (Department of Health/Bureau of Vital Statistics)
	Ballots returned as undeliverable		Notices of persons adjudicated mentally incapacitated
	Canvasses, house-to-house		Petition checks
	Canvasses, political parties		Reports/Notices from other States that a former resident has registered to vote
	Car registrations		Reports of address changes – U.S. Postal Service National Change of Address
	Contact by phone		Reports of surrendered driver's licenses – other states' motor vehicles offices
	Contact in person		Returned election notices
	Jury questionnaires		Returned jury summons
	List of address changes, Emergency 911 (E-911) system		Returned mail from county agencies using official voter file for mailings
	Lists of automobile registrations		Requests from voters for removal
	List of deceased persons, Social Security Administration		Targeted mailings
	Lists of felony convictions, Federal and state courts		Utility changes, municipal
	Lists of persons licensed in other states, Department of Motor Vehicles		Voter registration applications
	Lists of property ownership		Voter registration system – duplicate checks
	Newspaper death notices/obituaries		Other (please, specify)
	Notices of address confirmations		

30. Are the following classes of persons eligible to vote?

a) Those who have been convicted of a felony

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

b) Those who are serving a sentence of incarceration for conviction of a felony

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

c) Those who are serving a term of probation following being convicted of a felony

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

2006 ELECTION DAY RESULTS

Ballots cast means a ballot that has been submitted manually or electronically by a voter but has not been verified and/or counted.

Note: For jurisdictions that provide voters with more than one ballot card to vote for different contests or measures should only report one ballot cast per voter.

Ballots counted means all ballots that have been cast, processed, and counted.

"At the polls" refers to ballots issued, cast, or counted on a jurisdiction's voting system on Election Day at a polling place.

Domestic civilian absentee ballot refers to a ballot available to a non-military citizen living in the United States who is registered to vote and meets the State's requirement for voting absentee.

Domestic military citizen refers to:

- (A) a member of a uniformed service on active duty who, by reason of such active duty, is stationed or positioned within the United States or its territories, and who is absent from the place of residence where the member is otherwise qualified to vote;
- (B) a member of the merchant marine who, by reason of service in the merchant marine, is serving within the United States and its territories, and who is absent from the place of residence where the member is otherwise qualified to vote; and
- (C) a spouse or dependent of a member referred to in subparagraph (A) or (B) who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

Early voting refers to any voting that occurred prior to November 7, 2006, for which there were no eligibility requirements. For example, the voter did not have to attest that he/she would be absent from the voting jurisdiction on the day of the election.

Federal Write-In Absentee Ballot (FWAB) is a ballot available to military and overseas citizens (including APO and FPO addresses) when they have not received their regular absentee ballot from their state.

Overseas military citizen refers to:

- (A) a member of a uniformed service on active duty who, by reason of such active duty, is stationed or positioned outside of the United States and its territories, and who is thus absent from the place of residence where the member is otherwise qualified to vote;
- (B) a member of the merchant marine who, by reason of service in the merchant marine, is serving outside of the United States and its territories, and who is thus absent from the place of residence where the member is otherwise qualified to vote; and
- (C) a spouse or dependent of a member referred to in subparagraph (A) or (B) who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

Overseas civilians refers to persons who are citizens of the United States who are living, working or stationed outside of the United States and its territories and who are not members of a uniformed service.

Provisional ballot refers to a ballot issued when a voter's eligibility has not been determined.

31. Does your State conduct early voting?

<input checked="checked" type="checkbox"/>	Yes
<input type="checkbox"/>	No

32. Total number statewide and by county/local jurisdiction of:

	Ballots Cast	Ballots Counted
At the polls	_____	_____
Early voting	_____	_____
Domestic civilian absentee ballots	_____	_____
Domestic military citizens	_____	_____
Overseas military citizens	_____	_____
Overseas civilians	_____	_____
Federal Write-In Absentee Ballot (FWAB)	_____	_____

Provisional ballots

*

Total

** The number provided in response to this question should include the total number of ballots cast in the State's program for contingent or provisional ballots that complies with section 302(a) of the Help America Vote Act.*

33. Total number statewide and by county/local jurisdiction of votes counted for **each candidate** in a Federal contest.

34. Total number statewide and by county/local jurisdiction of **provisional ballots** rejected:

Total:

35. Total number statewide and by county/local jurisdiction of **provisional ballots** rejected for each of the following reasons:

Administrative error**No signature****Already voted****Non-appearance within
24 hours****Ballot not timely received
(absentee)****Non-matching signature****Deceased****Non-verifiable signature****Elector challenged****Not registered****First time voter registering on
Election Day****Registration purged****Improper ID****Wrong jurisdiction****Incomplete ballot form****Wrong precinct****Ineligible to vote****Other (please, specify)****Missing ballot****Multiple ballots in one envelope****Name missing from voter listed**

Absentee Ballots

Absentee voting is defined as voting prior to Election Day which requires that the voter meet qualifications other than those generally required to register to vote.

Advanced ballot means any special Write-In Absentee Ballot, State Write-In Absentee Ballot, Special Write-In Early Ballot, or Blank Absentee Ballot that is distributed by a state in advance of the publication of an official ballot for a federal election on which military and overseas citizens are allowed to write in the name of the candidate in each contest for whom they choose to vote.

36. Total number state-wide and by county/local jurisdiction of **absentee ballots** (do not include FWAB):

	Requested	Not Counted
Domestic civilian absentee ballots	_____	_____
Domestic military citizens	_____*	_____
Overseas military citizens	_____*	_____
Overseas civilians	_____*	_____
Total	_____	_____

*Includes ballots transmitted by mail, fax, e-mail, or courier.

37. Total number statewide and by county/local jurisdiction of **advanced ballots** transmitted to military and overseas citizens:

Domestic military citizens	_____
Overseas military citizens	_____
Overseas civilians	_____
Total	_____

38. Total number statewide and by county/local jurisdiction of **Federal Write-In Absentee Ballots (FWAB)** received for each of the following voters for the November 7, 2006, election:

Domestic military citizens	_____
Overseas military citizens	_____
Overseas civilians	_____
Total	_____

39. Identify the **five (5)** most common reasons that **domestic civilian** absentee ballots were rejected:

No voter signature

Ballot not timely received

Non-matching signature

Elector voted early at the polls

Ballot returned as undeliverable

Ineligible to vote

No ballot application on record

No witness signature

Spoiled ballot

Ballot missing from envelope

Ballot returned in unofficial envelope

Multiple ballots returned in one envelope

Elector deceased

Ballot replaced

Envelope not sealed

First time voter without proper identification

No election official's signature on ballot

No residence address on envelope

Other (*please, specify*)

40. Total number statewide and by county/local jurisdiction of **military and overseas** absentee ballots rejected for each of the following reasons:

Lacked a postmark

No voter signature

Voter signature not verifiable

Had no date of voter signature

Had no notary/witness signature

Had no date of notary/witness signature

Was received after the state deadline

Returned as undeliverable

Other reason (please, specify)

Undervotes and Overvotes

An undervote occurs at any time when a voter makes less than that allowed number of selections in a single race/contest or when a voter votes on less than all of the races/contests for which he/she is eligible to vote.

An overvote occurs when a voter makes more than the permitted number of selections in a single race/contest or when a voter makes a selection in a race/contest on which he/she was not eligible to vote.

41. Total number statewide and by county/local jurisdiction of **undervotes** reported in each federal contest:

Total: _____

42. Total number statewide and by county/local jurisdiction of **overvotes** reported in each federal contest:

Total: _____

Poll Workers

Note: The answer to these questions should include the number of persons who served in all polling places in the State as poll workers, election judges, wardens, commissioners, or other similar term that refers to the person or persons who verify the identity of a voter; assist the voter with signing the register, affidavits or other documents required to cast a ballot; assist the voter by providing the voter with a ballot or setting up the voting machine for the voter; and serving other functions as dictated by state law. The answers to these questions should not include observers stationed at the polling place.

43a. Has there been a change in the number of poll workers per precinct/polling place required by law or regulation since November 2004?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

43b. If "yes," please, provide the new number of poll workers required by law or regulation to be present at each precinct/polling place.

Total: _____

44. Total number statewide and by county/local jurisdiction of poll workers that served in the November 7, 2006, Federal general elections:

Total: _____

45. Total number statewide and by county/local jurisdiction of polling places and precincts that did not have the required number of poll workers:

Total: _____

Voting Jurisdictions and Polling Places

Precinct means the geographic area to which voters are assigned.

Polling place means the physical structure where residents of a precinct go to cast their votes on Election Day. A polling place includes any structure that houses one or more precincts.

46. Identify what constitutes a local election jurisdiction in your State:

<input type="checkbox"/>	County
<input type="checkbox"/>	Parish
<input type="checkbox"/>	Township
<input type="checkbox"/>	City
<input type="checkbox"/>	Borough
<input type="checkbox"/>	Village
<input type="checkbox"/>	Other (please, specify)

47. Total number statewide and by county/local election jurisdiction of **precincts**:

Total: _____

48. Total number statewide and by county/local election jurisdiction of **polling places**:

Total: _____

49. Total number statewide and by county/local election jurisdiction of polling places that are accessible to voters with disabilities:

Total: _____

Note: For purposes of this question only, accessibility refers to the physical structure of the polling place, not the voting system.

50. Total number by county/local election jurisdiction of polling places where a visually impaired voter can cast a private ballot:

Total: _____

Note: Identify the total number of polling places where voting equipment is used such that a visually disabled voter can cast a private ballot (e.g., a DRE with audio ballot capability or paper ballots printed in Braille).

009422

Sources of Information

51. Total number of local election jurisdictions that provided information for purposes of responding to this survey:

Total: _____

52. Provide the name and contact information for each local election jurisdiction official that provided information for purposes of responding to this survey.

53. Identify any other sources of information used to respond to this survey other than those provided in response to the two previous questions. *(All other sources of data shall include information obtained from a state-wide voter registration database or any other public or non-public source.)*

**THANK YOU FOR RESPONDING TO THE SURVEY. PLEASE, FOLLOW THE
ENCLOSED INSTRUCTIONS FOR SUBMITTING YOUR COMPLETED SURVEY.**

GLOSSARY

Absentee voting is defined as voting prior to Election Day which requires that the voter meet qualifications other than those generally required to register to vote.

Active voters refers to all registered voters except those who have been sent but have not responded to a confirmation mailing sent in accordance with NVRA (42 U.S.C. 1973gg-6(d)) and have not since offered to vote.

Advanced ballot means any special Write-In Absentee Ballot, State Write-In Absentee Ballot, Special Write-In Early Ballot, or Blank Absentee Ballot that is distributed by a state in advance of the publication of an official ballot for a federal election on which military and overseas citizens are allowed to write in the name of the candidate in each contest for whom they choose to vote.

“At the polls” refers to ballots issued, cast, or counted on a jurisdiction’s voting system on Election Day at a polling place.

Ballots cast means a ballot that has been submitted manually or electronically by a voter but has not been verified and/or counted.

Ballots counted means all ballots that have been cast, processed, and counted.

Domestic civilian absentee ballot refers to a ballot available to a non-military citizen living in the United States who is registered to vote and meets the State’s requirement for voting absentee.

Domestic military citizen refers to:

- (A) a member of a uniformed service on active duty who, by reason of such active duty, is stationed or positioned within the United States or its territories, and who is absent from the place of residence where the member is otherwise qualified to vote;
- (B) a member of the merchant marine who, by reason of service in the merchant marine, is serving within the United States and its territories, and who is absent from the place of residence where the member is otherwise qualified to vote; and

(C) a spouse or dependent of a member referred to in subparagraph (A) or (B) who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

Duplicate registration application refers to an application to register by a person already registered to vote at the same address, under the same name, and (where applicable) the same political party.

Early voting refers to any voting that occurred prior to November 7, 2006, for which there were no eligibility requirements. For example, the voter did not have to attest that he/she would be absent from the voting jurisdiction on the day of the election.

Federal Write-In Absentee Ballot (FWAB) is a ballot available to military and overseas citizens (including APO and FPO addresses) when they have not received their regular absentee ballot from their state.

Inactive voters refers to registrants who have been sent but have not responded to a confirmation mailing sent in accordance with NVRA (42 U.S.C. 1973gg-6(d)) and have not since offered to vote.

List maintenance refers to the specific process and procedures by which State and/or local election officials update and preserve information contained on the official list of registered voters.

New, valid registrations include all registrations that are new to the local jurisdiction and re-registrations across jurisdictional lines. This does not include applications that are duplicates, rejected, or report only a change of name, address, or (where applicable) party preference within the local jurisdiction.

Overseas civilians refers to persons who are citizens of the United States who are living, working or stationed outside of the United States and its territories and who are not members of a uniformed service.

Overseas military citizen refers to:

- (A) a member of a uniformed service on active duty who, by reason of such active duty, is stationed or positioned outside of the United States and its territories, and who is thus absent from the place of residence where the member is otherwise qualified to vote;
- (B) a member of the merchant marine who, by reason of service in the merchant marine, is serving outside of the United States and its territories, and who is thus absent from the place of residence where the member is otherwise qualified to vote; and
- (C) a spouse or dependent of a member referred to in subparagraph (A) or (B) who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

Overvote occurs when a voter makes more than the permitted number of selections in a single race/contest or when a voter makes a selection in a race/contest on which he/she was not eligible to vote.

Precinct means the geographic area to which voters are assigned.

Polling place means the physical structure where residents of a precinct go to cast their votes on Election Day. A polling place includes any structure that houses one or more precincts.

Provisional ballot refers to a ballot issued when a voter's eligibility has not been determined.

Undervote occurs at any time when a voter makes less than that allowed number of selections in a single race/contest or when a voter votes on less than all of the races/contests for which he/she is eligible to vote.



Laiza N. Otero/EAC/GOV

04/13/2007 12:54 PM

To Karen Lynn-Dyson/EAC/GOV@EAC

cc Juliet E. Thompson-Hodgkins/EAC/GOV@EAC

bcc

Subject UOCAVA - Q2Data Study

All of the OMB documentation for this project is available at <http://www.reginfo.gov/public/do/PRASearch>. On that site one can also find information one enters directly into OMB's ROCIS system (such as the Certification, Abstract, and ICR Summary of Burden). Since this was an emergency clearance, the 60-day and 30-day FR notices requirement was waived.



UOCAVA.Emergency Justification.doc



UOCAVA Supporting Statement A.doc



UOCAVA Supporting Statement B.doc



Summary of UOCAVA Survey Revisions[1].12.6.2006.doc



EAC Survey of UOCAVA Voters.pdf



Revised UOCAVA Survey[1].12.6.2006.pdf



UOCAVA.Notice of OMB Action.11.30.2006.pdf



UOCAVA.Notice of OMB Action.12.11.2006.pdf

Laiza N. Otero
Election Research Specialist
U.S. Election Assistance Commission
1225 New York Avenue, Suite 1100
Washington, DC 20005
Tel. (202) 566-3100 (main office)
Tel. (202) 566-2209 (direct)
Fax (202) 566-3128

009600

NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION

Date 11/30/2006

U.S. Election Assistance Commission

FOR CERTIFYING OFFICIAL: Juliet Thompson-Hodgkins

FOR CLEARANCE OFFICER: Laiza Otero

In accordance with the Paperwork Reduction Act, OMB has taken action on your request received
11/15/2006

ACTION REQUESTED: New collection (Request for a new OMB Control Number)

TYPE OF REVIEW REQUESTED: Emergency

ICR REFERENCE NUMBER: 200611-3265-002

TITLE: EAC Study on First-Time Voters Who Register to Vote by Mail

LIST OF INFORMATION COLLECTIONS: See next page

OMB ACTION: Approved without change

OMB CONTROL NUMBER: 3265-0007

The agency is required to display the OMB Control Number and inform respondents of its legal significance in accordance with 5 CFR 1320.5(b).

EXPIRATION DATE: 05/31/2007

DISCONTINUE DATE:

BURDEN:	RESPONSES	HOURS	COSTS
Previous	0	0	0
New	30	68	0
Difference			
Change due to New Statute	0	0	0
Change due to Agency Discretion	30	68	0
Change due to Agency Adjustment	0	0	0
Change Due to Potential Violation of the PRA	0	0	0

TERMS OF CLEARANCE:

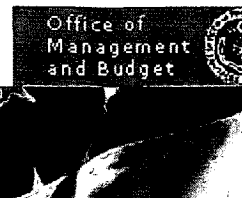
OMB Authorizing Official:

John F. Morrall III
Acting Deputy Administrator,
Office Of Information And Regulatory Affairs

009601

List of ICs			
IC Title	Form No.	Form Name	CFR Citation
EAC First-Time Voters Who Register to Vote by Mail - Focus Groups	EAC-RS03, EAC-RS04	First-Time Voters - Focus Group Quiz, First-Time Voters - Focus Group Script	

009602

**RegInfo.gov**

Where to find Federal Regulatory Information

[Home](#) [Unified Agenda and Regulatory Plan](#) [EO 12866 Regulatory Review](#) [Information Collection Review](#)
[Information Collection Review](#) [Advanced Search](#) [XML Reports](#)

Display additional information by clicking on the following: ☐ All ☒ [Brief and OIRA conclusion](#)
☐ [Abstract/Justification](#) ☐ [Legal Statutes](#) ☐ [Rulemaking](#) ☐ [FR Notices/Comments](#) ☐ [IC List](#) ☐ [Burden](#) ☐ [Misc.](#) ☐ [Certification](#)
[View Information Collection \(IC\) List](#) [View Supporting Statement and Other Documents](#)

Please note that the OMB number and expiration date may not have been determined when this Information Collection Request and associated Information Collection forms were submitted to OMB. The approved OMB number and expiration date may be found by clicking on the Notice of Action link below.

View ICR - OIRA Conclusion

OMB Control No: 3265-0007**ICR Reference No:** 200611-3265-002**Status:** Active**Previous ICR Reference No:****Agency/Subagency:****Agency Tracking No:****Title:** EAC Study on First-Time Voters Who Register to Vote by Mail**Type of Information Collection:** New collection (Request for a new OMB Control Number)**Type of Review Request:** Emergency**Approval Requested By:** 11/29/2006**OIRA Conclusion Action:** Approved without change**Conclusion Date:** 11/30/2006[Retrieve Notice of Action \(NOA\)](#)**Date Received in OIRA:** 11/15/2006**Terms of Clearance:**

	Inventory as of this Action	Requested	Previously Approved
Expiration Date	05/31/2007	6 Months From Approved	
Responses	30	30	0
Time Burden (Hours)	68	68	0
Cost Burden (Dollars)	0	0	0

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009603



Laiza N. Otero/EAC/GOV

10/17/2006 05:23 PM

To "Meredith"

<mimwalle@winnerscirclecomm.com>@GSAEXTERNAL

cc Karen Lynn-Dyson/EAC/GOV@EAC

bcc

Subject Re: Paperwork Reduction Act/OMB Clearance needs 

Hello Meredith,

Here are some documents that may help you along in completing the information requested on the 83-I form and the supporting documents. I have attached a file illustrating screenshots of the online system OMB has developed so you may have a better feel for how the information you provide is entered into the system. I look forward to working with you to get this process started. Thank you!



Sample Notice Cert Program Emergency.doc



Sample ROCIS Emergency ICR highlights.pdf



Sample for Burden.doc



Template for Supporting Statements A and B.doc

Laiza N. Otero

Research Associate

U.S. Election Assistance Commission

1225 New York Avenue, Suite 1100

Washington, DC 20005

Tel. (202) 566-3100 (main office)

Tel. (202) 566-2209 (direct)

Fax (202) 566-3128

"Meredith" <mimwalle@winnerscirclecomm.com>



"Meredith"

<mimwalle@winnerscirclecomm.com>

10/17/2006 05:02 PM

To lotero@eac.gov

cc

Subject Re: Paperwork Reduction Act/OMB Clearance needs

Laiza:

Just a quick question. I believe you mentioned this on the call, but I neglected to write it down as I didn't think we'd need to take advantage of emergency approval. Once the required paperwork is submitted, how quickly does OMB typically turn around an emergency ICR?

Thanks,

Meredith Battle Imwalle

009604

Meredith Battle Imwalle
President
Winner's Circle Communications, LLC
703.786.1823 cell
<http://www.winnerscirclecomm.com>

----- Original Message -----

From: lotero@eac.gov
To: mimwalle@winnerscirclecomm.com
Cc: klynndyson@eac.gov
Sent: Tuesday, October 17, 2006 12:09 PM
Subject: Re: Paperwork Reduction Act/OMB Clearance needs

Sounds fine with me. I can be reached at the number below.

Laiza N. Otero
Research Associate
U.S. Election Assistance Commission
1225 New York Avenue, Suite 1100
Washington, DC 20005
Tel. (202) 566-3100 (main office)
Tel. (202) 566-2209 (direct)
Fax (202) 566-3128

"Meredith" <mimwalle@winnerscirclecomm.com>

10/17/2006 01:01 PM

To klynndyson@eac.gov
cc lotero@eac.gov
Subject Re: Paperwork Reduction Act/OMB Clearance needs

The more I think about it, the more I think the expedited process is the way for us to go. Laiza -- my colleague Adam Bourne is going to get started on the paperwork. May I have him call you with questions?

--Meredith

----- Original Message -----

From: Meredith
To: klynndyson@eac.gov

009605

Cc: lotero@eac.gov

Sent: Tuesday, October 17, 2006 11:57 AM

Subject: Re: Paperwork Reduction Act/OMB Clearance needs

Thanks for your email, Karen. During our phone interviews with the states, we learned that we can identify first-time voters and potential focus group participants after the November election by using their statewide voter registration database records. My plan was to submit the OMB paperwork within the next 2 or 3 weeks and to pursue a standard, not expedited, clearance. That said, we'll need to begin contacting focus group participants on February 19, 2007. Should we change our plans and pursue an expedited clearance instead? Laiza, any thoughts?

Regards,

Meredith Battle Imwalle

Meredith Battle Imwalle

President

Winner's Circle Communications, LLC

703.786.1823 cell

<http://www.winnerscirclecomm.com>

----- Original Message -----

From: klynndyson@eac.gov

To: mimwalle@winnerscirclecomm.com

Cc: lotero@eac.gov

Sent: Tuesday, October 17, 2006 11:06 AM

Subject: Re: Paperwork Reduction Act/OMB Clearance needs

Meredith-

I wanted to be certain to follow-up on last week's call on the PRA/OMB clearance process to determine if you will need Laiza to work with you on an expedited/emergency clearance process.

I know that you will be surveying first-time voters and, perhaps, will need to identify them at the November election.

Karin McDonald has been working with Laiza to get her survey process expedited and I wanted to be certain that if you need the same, that you are working with Laiza to process the paperwork now.

Thanks

Karen Lynn-Dyson

009606

Research Director
U.S. Election Assistance Commission
1225 New York Avenue , NW Suite 1100
Washington, DC 20005
tel:202-566-3123

009607

U.S. ELECTION ASSISTANCE COMMISSION

Request For Substantive Comments on Procedural Manual For The Election Assistance Commission's Voting System Testing and Certification Program; Proposed Information Collection: Request for Comments on Information Collection Burden; U.S. EAC Voting System Testing and Certification Program.

AGENCY: United States Election Assistance Commission (EAC).

ACTION: NOTICE.

SUMMARY: The EAC has drafted a procedural manual for its Voting System Testing and Certification Program. This program sets administrative procedures for obtaining an EAC Certification for voting systems. Participation in the program is strictly voluntary. The program is mandated by 42 U.S.C. §15371. The purpose of this notice is twofold: (1) to request public comment on the substantive aspects of the program and (2) to request public comment on the proposed collection of information pursuant to the emergency processing provisions of the Paperwork Reduction Act as submitted to the Office of Management and Budget (OMB).

(1) SUBSTANTIVE COMMENTS: The EAC seeks substantive comments from the public on its proposed procedural manual. Please submit comments consistent with the information below. Comments should identify and cite the section of the manual at issue. Where a substantive issue is raised, please propose a recommended change or alternative policy. This publication and request for comment is not required under the rulemaking, adjudicative or licensing provisions of the Administrative Procedures Act (APA). It is a voluntary effort by the EAC to gather input from the public on the EAC's administrative procedures for certifying or decertifying voting systems. Furthermore, this request by the

EAC for public comment is not intended to make any of the APA's rulemaking provisions applicable to development of this or future EAC procedural programs.

DATES (Comments): Submit written or electronic comments on this draft procedural manual on or before 5:00 p.m. EDT on October 31, 2006.

ADDRESSES: Submit comments on-line on EAC's website: <http://www.eac.gov>; via mail to Brian Hancock, Director of Voting System Certification, U.S. Election Assistance Commission, 1225 New York Avenue, Suite 1100, Washington, D.C. 20005; or via fax to 202-566-1392. An electronic copy of the proposed guidance may be found on the EAC's web cite <http://www.eac.gov>.

FOR FURTHER INFORMATION CONTACT: Brian Hancock, Director of Voting System Certification, 1225 New York Avenue, Suite 1100, Washington, D.C., (202)566-3100, Fax: (202)566-1392.

(2) COMMENTS ON THE PROPOSED COLLECTION OF INFORMATION: In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the EAC is publishing the following summary of proposed collections for public comment. Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency's functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be

collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden.

The EAC is requesting an emergency review of the information collection referenced below. In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, we have submitted to the Office of Management and Budget (OMB) the following requirements for emergency review. The EAC is requesting an emergency review because the collection of this information is needed before the expiration of the normal time limits under OMB's regulations at 5 CFR Part 1320(a)(2)(ii). The information collection at issue is necessary in order to provide for the certification of voting systems as mandated by the Help America Vote Act of 2002 (42 U.S.C. §15371). The EAC cannot reasonably comply with the normal clearance procedures because failure to implement this program in an expedited fashion is reasonably likely to result in a public harm, as stated in 5 CFR 1320.13(a)(2)(i).

Approval of this emergency collection is essential in order to comply with Help America Vote Act of 2002 (42 U.S.C. §15371). HAVA requires that the EAC certify and decertify voting systems. Section 231(a)(1) of HAVA specifically requires the EAC to "... provide for the certification, de-certification and re-certification of voting system hardware and software...." This mandate represents the first time the Federal government will provide for the voluntary testing and certification of voting systems, nationwide. In response to this HAVA requirement, the EAC is developing the Voting System Testing and Certification Program. This program requires the submission and retention of information related to voting systems and voting system manufacturers.

Until recently, national voting system certification was conducted by a private membership organization, the National Association of State Election Directors (NASED). NASED certified voting systems for over a decade, using standards issued by the Federal government. The organization terminated its certification efforts on July 10, 2006. While the EAC and NASED have worked together to provide for the certification of emergency modifications necessary to properly field voting systems for the 2006 General Election, there is presently no mechanism in place to test and certify new systems or to process modifications for the 2008 Federal elections. Given the fact that (1) it can take years to develop, test, certify, sell and field a new or modified voting system, and (2) a large volume of voting systems (new, existing and modified) are expected to be submitted to the EAC upon initiation of the new Certification Program, it is imperative that the EAC's Voting System Testing and Certification Program begin on the earliest possible date. The 2008 Federal elections are less than 2 years away. Ensuring that certified voting systems are available for the 2008 Election Cycle is essential to the public welfare.

1. Type of Information Collection Request: New collection;
2. Title of Information Collection: EAC Voting System Testing and Certification Program Manual;
3. Use: HAVA requires that the EAC certify and decertify voting systems (42 U.S.C. §15371). Section 231(a)(1) of HAVA specifically requires the EAC to "... provide for the certification, de-certification and re-certification of voting system hardware and software by accredited laboratories." The EAC will perform this mandated function through the use of its Voting System Testing

and Certification Program. Voting systems certified by the EAC will be used by citizens to cast votes in Federal Elections. Therefore, it is paramount that the program operates in a reliable and effective manner. In order to certify a voting system, it is necessary for the EAC to (1) require voting system manufacturers to submit information about their organization and the voting systems they submit for testing and certification; (2) require voting system manufacturers to retain voting system technical and test records; and (3) to provide a mechanism for election officials to report events which may effect a voting system's certification.

4. Form Numbers: EAC-001C, 002C and 003C.
5. Frequency: Voluntary Reporting – (1) *Manufacturer Registration Form*: one time when a manufacturer registers for the program, (2) *Voting System Certification Application Form*: as needed, when a manufacturer submits a voting system for testing and certification, and (3) *Field Anomaly Reporting Form*: as needed, when an election official voluntarily notifies the EAC of a witnessed voting system anomaly.
6. Affected Public: Business or other for-profit institutions and state and local election officials;
7. Number of Respondents: 94 annually;
8. Total Annual Responses: 99 annually;
9. Total Annual Hours: 119 hours, annually.

EAC is requesting OMB review and approval of this collection by

009612

November 30, 2006, with a 180-day approval period. Written comments and recommendations will be considered from the public if received by the individuals designated below by October 31, 2006.

To obtain copies of the supporting statement, the Voting System Testing and Certification Program Manual or EAC forms referenced above, access the EAC Web Site at www.eac.gov or mail your request, including your address, phone number, to Director of Voting System Certification, U.S. Election Assistance Commission, 1225 New York Avenue, Suite 1100, Washington, D.C. 20005; or fax the EAC Director of Voting System Certification at 202-566-1392.

Interested persons are invited to send comments regarding the burden or any other aspect of these collections of information requirements. However, as noted above, comments on these information collection and recordkeeping requirements must be mailed and/or faxed to the designees referenced below by October 31, 2006:

OMB Reviewer: Alexander T. Hunt

Office of Management and Budget, Room 10235

New Executive Office Building

Washington, DC 20503, (202) 395-7316.

009613

- Save ICR successfully.

Edit ICR

Agency: 3265 EAC

OMB Control Number:

Agency ICR Tracking Number:

ICR Reference Number:
200610-3265-002

Previous ICR Reference Number:

Title:

U.S. Election Assistance Commission's Survey of Uniformed and Overseas Citizen Absentee Voting

Type of Information Collection (check one):

New collection (Request for a new OMB Control Number)

Type of Review Requested (check one):

Emergency

Request Approval Date:

10/26/2006



Emergency Justification:

Provide justification for Emergency Approval

Requested Expiration Date (check one):

Six months from approval date

Does this ICR contain surveys, censuses, or employ statistical methods? ☒ Yes ☐ No

(Attach Part B of Supporting Statement)

Does the Supporting Statement serve as a Joint ICR and Privacy Impact Assessment per OMB Memorandum 03-22, Section II.D.? ☐ Yes ☒ No

Agency Contact

Otero, Laiza

Add New Contact

Abstract (4000 characters maximum):

Section 245 of the Help America Vote Act (HAVA) requires the United States Election Assistance Commission (EAC) to conduct a study of issues and challenges, specifically including the potential for election fraud, that are presented by the incorporation of communications and internet technologies in the Federal, State, and local electoral process.

009614

Authorizing Statute(s):

42

USC

Pub.L.

-

Sec

Stat

Name of
Statute:

EO

Name/
Subject of
EO:

US Code

15385

Name of
Law:

Help America Vote Act of 2002

Remove

Add another Authorizing Statute

Associated Rulemaking Information

RIN:

Stage of Rulemaking (check one):

☐ Proposed Rule☐ Interim Final or Final Rule☒ Not associated with rulemaking

Federal Register Citation:

☐ FR

Citation Date:

*For a Proposed Rule, OMB will not consider an ICR complete until the Notice of Proposed Rulemaking has been published.**For a Final Rule, please put the ICR reference number for the ICR reviewed at the proposed rule stage.**For ICRs associated with Interim Final rules that are not significant under EO, please upload a draft of the Federal Register notice as a Supplementary Document in Manage ICR Documents.*

Federal Register Notices & Comments

60-day Notice:

Federal Register Citation:

☐ FR

Citation Date:

Did the Agency receive public comments on this
ICR?☐ Yes ☒ No

30-day Notice:

Federal Register Citation:

☐ FR

Citation Date:

Unless submitted as an Emergency or Associated with Rulemaking, OMB will not consider an ICR complete until the 30-day notice has been published.

Annual Cost to Federal Government: \$

Add/Edit Information Collections

ICR Summary of Burden:

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses	0	0	0	0	0	0
Annual Time Burden (Hr)	0	0	0	0	0	0
Annual Cost Burden (\$)	0	0	0	0	0	0

Citations for New Statutory Requirements: (Required if any change in burden is a Program Change Due to New Statute.)

USC

Pub.L.

-

Sec

Stat

Name of
Law:Name of
Statute:

EO

Name/
Subject of
EO:

Remove

Add Another Statutory Requirement

009615

☐ Burden increases because of Program Change due to Agency Discretion

☐ Burden decreases because of Program Change due to Agency Discretion

Add/Edit Supporting Statement and Other Documents

Check Spelling

IC List

Agency Review

Save

Check For Completeness

Submit

Delete

Cancel

Login: lotero

009616

Inbox ▶ **Request** ▶ **ICR Package** ▶ **History** ▶ **Search** ▶ **Report**ICR Package->Current ICR Package->IC List

OMB Control No.:	ICR Ref No.: 200610-3265-002	ICR Expiration Date:	ICR Status:
Agency/Sub-Agency: EAC	Agency Tracking No.:	Title: U.S. Election Assistance Commission's Survey of Uniformed and Overseas Citizen Absentee Voters	
Request Status: Created	Last Event: Created	Last Event User: Otero, Laiza	Last Event Date: 10/17/2006

- You have saved the IC.

Add New IC

IC Title:

Survey of UOCAVA Voters

Agency IC Tracking
Number:Is this a Common Form? Yes : ☐ No : ☒

IC Status: New

Obligation to Respond: Voluntary

CFR Citation:

Title		Part	Operation
<input type="checkbox"/>	CFR		<input type="button" value="Remove"/>
<input type="checkbox"/>	CFR		<input type="button" value="Remove"/>
<input type="checkbox"/>	CFR		<input type="button" value="Remove"/>
<input type="checkbox"/>	CFR		<input type="button" value="Remove"/>
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<input type="checkbox"/>	CFR		<input type="button" value="Remove"/>
<input type="checkbox"/>	CFR		<input type="button" value="Remove"/>

009617

Add Another CFR Citation

Information Collection Instruments:

Remove	Instrument File	Form No.	Form Name	Document Type	URL	Available Electronically?	Can Be Submitted Electronically?	Electronic Capability
--------	-----------------	----------	-----------	---------------	-----	---------------------------	----------------------------------	-----------------------

Remove

Add Instrument

Federal Enterprise Architecture Business Reference Module

Line of Business:

General Government

Subfunction:

Executive Functions

Privacy Act System of Records

Title:

FR Citation:

FR

Number of Respondents:

10000

Number of Respondents for Small Entity:

0

Affected Public:

Individuals or Households

Percentage of Respondents Reporting Electronically: (%)

90

Annual IC Burden: (Select appropriate IC Burden Worksheet)

This ICR Requests Change in Net Burden

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses for this IC	0	0	0	0	0	0
Annual IC Time Burden (Hours)	0	0	0	0	0	0
Annual IC Cost Burden (Dollars)	0	0	0	0	0	0

Documents for IC

Remove	Title	Document	Date Uploaded	Uploaded By
--------	-------	----------	---------------	-------------

Add New IC

Remove

Upload Supplementary

Add Non-Electronic

ICR Data

Save

Check IC Completeness

Delete

Cancel

Login: lotero

009619

Add/Edit IC Instrument

Instrument Filename: Supporting Documentation for OMB.doc

Browse...

Upload

Document Type:

Form and Instructi

Form Number:

EAC-R002

Form Name:

Survey of UOCAVA Voters

Form File Size: 49664 bytes

Is this collection available electronically? ☐ Yes ☒ No

If yes, can this collection be submitted electronically? ☐ Yes ☐ No

Electronic Capability:

URL:

Save

Close Window

009620

IC Burden Worksheet

Number of Respondents: 10000

Number of Responses per
Respondent:

1

per Time Period:

Year

Annual Frequency: 1

Annual Number of Responses: 10000

Type of Collection and Burden

Burden per Response:

	Time Per Response	Hours	Cost Per Response
Reporting	1.25 Hours	1.25	0.0000000000
Record Keeping	0	0	0.0000000000
Third Party Disclosure	0	0	0.0000000000
Total		1.25	0.0000000000

Frequency of Reporting:

- ☐ Biennially ☐ Daily
☐ Decade ☐ Hourly
☐ Monthly ☐ On occasion
☒ Once ☐ Quarterly
☐ Semi-annually ☐ Weekly
☐ Annually

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	12500.00	0
Record Keeping	0.00	0
Third Party Disclosure	0.00	0
Total	12500	0

009621

Annual Responses and Burden with Changes:

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses for this IC	10000	0	10000	0	0	0
Annual IC Time Burden (Hour)	12500	0	12500	0	0	0
Annual IC Cost Burden (Dollars)	0	0	0	0	0	0

Save

Close Window

009622

OMB Control No.:
Agency/Sub-Agency: EAC
Request Status: CreatedICR Ref No.: 200610-3265-002
Agency Tracking No.:
Last Event: CreatedICR Expiration Date:
Title: U.S. Election Assistance Commission's Survey of Uniformed and Overseas Citizen Absentee Voters
Last Event User: Otero, Laiza
Last Event Date: 10/17/2006

ICR Status:

Manage ICR Documents

Supporting Statement A

Remove	Document	Date Uploaded	Uploaded By
	<input type="text"/> Download		
	Remove Upload Document		

Supporting Statement B

Remove	Document	Date Uploaded	Uploaded By
	<input type="text"/> Download		
	Remove Upload Document		

Supplementary Documents

Remove	Title	Document	Document Type	Date Uploaded	Uploaded By
		Remove Upload Supplementary Add Non-Electronic			

Public Comments

Remove	Author Name	Comment Document	Author Affiliation	Sponsoring Org.	Type	Category	Date of Comment	Date Comment Received
		Remove Upload Public Comment						

Login: lotero

009623

Sample

12. Annual Reporting Burden:

- a. Number of Respondents 8,397
- b. Number of Responses per Respondent 1
- c. Total Annual Responses 8,397
- d. Hours per Response 2
- e. Total Annual Reporting Burden 16,794
- f. Total Public Cost \$ 1,091,610

The projected hours per response for this collection of information were derived by dividing the process into three actions:

- Learning about the law and the form: 15 minutes
- Completion of the form: 20 minutes
- Assembling and filing the form: 85 minutes
- Total Hours 120 minutes (2 hours)

For the first two actions, tests were used to determine completion times. Persons who were not conversant with immigration processes were used to determine the average completion time. The third action of the form, assembling and filing the form, was broken down into subtasks. For example, an application for a reentry permit or refugee travel document is mailed directly to the USCIS Nebraska Service Center. Meanwhile, an application for advance parole is filed at the local USCIS office if the applicant is in the United States. If, however, the applicant seeking advance parole is outside the United States, he or she would mail the form to USCIS Headquarters in Washington, DC. Consequently, the time necessary to actually file the form can vary widely, depending on the circumstances of the applicant.

Annual Reporting Burden

The annual reporting burden is 16,794. This figure was derived by multiplying the number of respondents (8,397) x frequency of response (1) x (2) hours per response. This estimation is based on prior USCIS experience with the program.

Public Cost

The estimated annual public cost is \$ 1,091,610. This estimate is based on the number of respondents 8,397 x (2) hours per response x \$10 (average hourly rate) plus the number of respondents (8,397 x fee charge of \$190).

13. There are no capital or start-up costs associated with this information collection. Any cost burdens to respondents as a result of this information collection are identified in Item

14. There is a \$190 fee charge associated with the collection of this information.

14. Annualized Cost Analysis:

- a. Printing Cost \$ 5,290
- b. Collection and Processing Cost \$ 918,380
- c. Total Cost to Program \$ 923,670
- d. Fee Charge \$ 923,670
- e. Total Cost to Government \$ 0

Government Cost

The estimated cost of the program to the Government is calculated by using the estimated number of respondents (8,397) multiplied (x) by the suggested \$110 fee charge (which includes the suggested average hourly rate for clerical, officer, and managerial time with benefits, plus a percent for the estimated overhead cost for printing, stocking, distributing and processing of this form).

SUPPORTING STATEMENTS
(Name)

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

4. Describe efforts to identify duplication.

5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

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8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

12. Provide an estimate in hours of the burden of the collection of information.

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).

14. Provide estimates of annualized cost to the Federal government.

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15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.

16. For collections whose results will be published, outline the plans for tabulation and publication.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

(If your collection does not employ statistical methods, just say that and delete the following five questions from the format.)

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g. establishments, State and local governmental units, households, or persons) in the universe and the corresponding sample are to be provided in tabular form. The tabulation must also include expected response rates for the collection as a whole. If the collection has been conducted before, provide the actual response rate achieved.


2. Describe the procedures for the collection, including: the statistical methodology for stratification and sample selection; the estimation procedure; the degree of accuracy needed for the purpose described in the justification; any unusual problems requiring specialized sampling procedures; and any use of periodic (less frequent than annual) data collection cycles to reduce burden.



009628

3. Describe the methods used to maximize response rates and to deal with nonresponse. The accuracy and reliability of the information collected must be shown to be adequate for the intended uses. For collections based on sampling, a special justification must be provided if they will not yield "reliable" data that can be generalized to the universe studied.

4. Describe any tests of procedures or methods to be undertaken. Tests are encouraged as effective means to refine collections, but if ten or more test respondents are involved OMB must give prior approval.

5. Provide the name and telephone number of individuals consulted on the statistical aspects of the design, and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

 Laiza N. Otero/EAC/GOV
11/02/2006 02:49 PM

To "Adam L. Bourne"

cc
bcc Karen Lynn-Dyson/EAC/GOV@EAC
Subject Re: EAC Project and Paperwork Reduction Act 

Dear Mr. Bourne,

Per our conversation, here are the forms/information that need to be completed. I am also including a handbook of OMB's online submission system, ROCIS, so you get a feel for how the information you provide on the 83-I is presented to them. Since this will be an emergency review, there also needs to be justification included as to why it's going through the emergency process. In addition, we need to submit the survey instrument itself and a draft of the 30-day Federal Register notice (I can provide you a template as well for that if you need one). Please, let me know if you have any questions or need more information. Thank you!



Template for Supporting Statements A and B.doc



OMB 83-I form.pdf



ROCIS_HOW_TO_Guide_for_AGENCY_Users_of_ICR_Module-7-12-2006.doc

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Washington, DC 20005
Tel. (202) 566-3100 (main office)
Tel. (202) 566-2209 (direct)
Fax (202) 566-3128

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SUPPORTING STATEMENTS
(Name)

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

4. Describe efforts to identify duplication.

5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

009631

8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

12. Provide an estimate in hours of the burden of the collection of information.

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).

14. Provide estimates of annualized cost to the Federal government.

009632

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.

16. For collections whose results will be published, outline the plans for tabulation and publication.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

(If your collection does not employ statistical methods, just say that and delete the following five questions from the format.)

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g. establishments, State and local governmental units, households, or persons) in the universe and the corresponding sample are to be provided in tabular form. The tabulation must also include expected response rates for the collection as a whole. If the collection has been conducted before, provide the actual response rate achieved.

2. Describe the procedures for the collection, including: the statistical methodology for stratification and sample selection; the estimation procedure; the degree of accuracy needed for the purpose described in the justification; any unusual problems requiring specialized sampling procedures; and any use of periodic (less frequent than annual) data collection cycles to reduce burden.

009633

3. Describe the methods used to maximize response rates and to deal with nonresponse. The accuracy and reliability of the information collected must be shown to be adequate for the intended uses. For collections based on sampling, a special justification must be provided if they will not yield "reliable" data that can be generalized to the universe studied.

4. Describe any tests of procedures or methods to be undertaken. Tests are encouraged as effective means to refine collections, but if ten or more test respondents are involved OMB must give prior approval.

5. Provide the name and telephone number of individuals consulted on the statistical aspects of the design, and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

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PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: **Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.**

1. Agency/Subagency originating request	2. OMB control number b. <input type="checkbox"/> None a. _____
3. Type of information collection (check one) a. <input type="checkbox"/> New collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension, without change, of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number	4. Type of review requested (check one) a. <input type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by: ____/____/____ c. <input type="checkbox"/> Delegated 5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input type="checkbox"/> No
3a. Public Comments Has the agency received public comments on this information collection? <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	6. Requested expiration date a. <input type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other Specify: ____/____/____
7. Title	
8. Agency form number(s) (if applicable)	
9. Keywords	
10. Abstract	
11. Affected public (Mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Individuals or households d. <input type="checkbox"/> Farms b. <input type="checkbox"/> Business or other for-profit e. <input type="checkbox"/> Federal Government c. <input type="checkbox"/> Not-for-profit institutions f. <input type="checkbox"/> State, Local or Tribal Government	12. Obligation to respond (Mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory
13. Annual reporting and recordkeeping hour burden a. Number of respondents _____ b. Total annual responses _____ 1. Percentage of these responses collected electronically _____ % c. Total annual hours requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____	14. Annual reporting and recordkeeping cost burden (in thousands of dollars) a. Total annualized capital/startup costs _____ b. Total annual costs (O&M) _____ c. Total annualized cost requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____
15. Purpose of information collection (Mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Application for benefits e. <input type="checkbox"/> Program planning or management b. <input type="checkbox"/> Program evaluation f. <input type="checkbox"/> Research c. <input type="checkbox"/> General purpose statistics g. <input type="checkbox"/> Regulatory or compliance d. <input type="checkbox"/> Audit	16. Frequency of recordkeeping or reporting (check all that apply) a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe) _____
17. Statistical methods Does this information collection employ statistical methods? <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	18. Agency contact (person who can best answer questions regarding the content of this submission) Name: _____ Phone: _____

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

Note: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions.
The certification is to be made with reference to those regulatory provisions as set forth in the instructions.

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee

Date

Instructions For Completing OMB Form 83-I

Please answer all questions and have the Senior Official or designee sign the form. These instructions should be used in conjunction with 5 CFR 1320, which provides information on coverage, definitions, and other matters of procedure and interpretation under the Paperwork Reduction Act of 1995.

1. Agency/Subagency originating request

Provide the name of the agency or subagency originating the request. For most cabinet-level agencies, a subagency designation is also necessary. For non-cabinet agencies, the subagency designation is generally unnecessary.

2. OMB control number

- If the information collection in this request has previously received or now has an OMB control or comment number, enter the number.
- Check "None" if the information collection in this request has not previously received an OMB control number. Enter the four digit agency code for your agency.

3. Type of information collection (check one)

- Check "New collection" when the collection has not previously been used or sponsored by the agency.
- Check "Revision" when the collection is currently approved by OMB, and the agency request includes a material change to the collection instrument, instructions, its frequency of collection, or the use to which the information is to be put.
- Check "Extension" when the collection is currently approved by OMB, and the agency wishes only to extend the approval past the current expiration date without making any material change in the collection instrument, instructions, frequency of collection, or the use to which the information is to be put.
- Check "Reinstatement without change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is no change to the collection.
- Check "Reinstatement with change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is change to the collection.
- Check "Existing collection in use without OMB control number" when the collection is currently in use but does not have a currently valid OMB control number.

4. Type of review requested (check one)

- Check "Regular" when the collection is submitted under 5 CFR 1320.10, 1320.11, or 1320.12 with a standard 60 day review schedule.
- Check "Emergency" when the agency is submitting the request under 5 CFR 1320.13 for emergency processing and provides the required supporting material. Provide the date by which the agency requests approval.
- Check "Delegated" when the agency is submitting the collection under the conditions OMB has granted the agency delegated authority.

5. Small entities

Indicate whether this information collection will have a significant impact on a substantial number of small entities. A small entity may be (1) a small business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.

6. Requested expiration date

- Check "Three years" if the agency requests a three year approval for the collection.
- Check "Other" if the agency requests approval for less than three years. Specify the month and year of the requested expiration date.

7. Title

Provide the official title of the information collection. If an official title does not exist, provide a description which will distinguish this collection from others.

8. Agency form number(s) (if applicable)

Provide any form number the agency has assigned to this collection of information. Separate each form number with a comma.

9. Keywords

Select and list at least two keywords (descriptors) from the "Federal Register Thesaurus of Indexing Terms" that describe the subject area(s) of the information collection. Other terms may be used but should be listed after those selected from the thesaurus. Separate keywords with commas. Keywords should not exceed two lines of text.

10. Abstract

Provide a statement, limited to five lines of text, covering the agency's need for the information, uses to which it will be put, and a brief description of the respondents.

11. Affected public

Mark all categories that apply, denoting the primary public with a "P" and all others that apply with "X."

12. Obligation to respond

Mark all categories that apply, denoting the primary obligation with a "P" and all others that apply with "X."

- Mark "Voluntary" when the response is entirely discretionary and has no direct effect on any benefit or privilege for the respondent.
- Mark "Required to obtain or retain benefits" when the response is elective, but is required to obtain or retain a benefit.
- Mark "Mandatory" when the respondent must reply or face civil or criminal sanctions.

13. Annual reporting and recordkeeping hour burden

- Enter the number of respondents and/or recordkeepers. If a respondent is also a recordkeeper, report the respondent only once.
- Enter the number of responses provided annually. For recordkeeping as compared to reporting activity, the number of responses equals the number of recordkeepers.
 - Enter the estimated percentage of responses that will be submitted/collected electronically using magnetic media (i.e., diskette), electronic mail, or electronic data interchange. Facsimile is **not** considered an electronic submission.
 - Enter the total annual recordkeeping and reporting hour burden.
 - Enter the burden hours currently approved by OMB for this collection of information. Enter zero (0) for any new submission or for any collection whose OMB approval has expired.
 - Enter the difference by subtracting line d from line c. Record a negative number (d larger than c) within parentheses.
 - Explain the difference. The difference in line e must be accounted for in lines f.1. and f.2.
 - "Program change" is the result of deliberate Federal government action. All new collections and any subsequent revision of existing collections (e.g., the addition or deletion of questions) are recorded as program changes.
 - "Adjustment" is a change that is not the result of a deliberate Federal government action. Changes resulting from new estimates or action not controllable by the Federal government are recorded as adjustments.

14. Annual reporting and recordkeeping cost burden (in thousands of dollars)

The costs identified in this item must exclude the cost of hour burden identified in Item 13.

- Enter the total dollar amount of annualized cost for all respondents of any associated capital or start-up costs.
- Enter recurring annual dollar amount of cost for all respondents associated with operating or maintaining systems or purchasing services.
- Enter total (14.a. + 14.b.) annual reporting and recordkeeping cost burden.
- Enter any cost burden currently approved by OMB for this collection of information. Enter zero (0) if this is the first submission after October 1, 1995.
- Enter the difference by subtracting line d from line c. Record a negative number (d larger than c) within parenthesis.
- Explain the difference. The difference in line e must be accounted for in lines f.1. and f.2.
 - "Program change" is the result of deliberate Federal government action. All new collections and any subsequent revisions or changes resulting in cost changes are recorded as program changes.

009637

f.2. "Adjustment" is a change that is not the result of a deliberate Federal government action. Changes resulting from new estimations or actions not controllable by the Federal government are recorded as adjustments.

15. Purpose of information collection

Mark all categories that apply, denoting the primary purpose with a "P" and all others that apply with "X."

a. Mark "Application for benefits" when the purpose is to participate in, receive, or qualify for a grant, financial assistance, etc., from a Federal agency or program.

b. Mark "Program evaluation" when the purpose is a formal assessment, through objective measures and systematic analysis, of the manner and extent to which Federal programs achieve their objectives or produce other significant effects.

c. Mark "General purpose statistics" when the data is collected chiefly for use by the public or for general government use without primary reference to the policy or program operations of the agency collecting the data.

d. Mark "Audit" when the purpose is to verify the accuracy of accounts and records.

e. Mark "Program planning or management" when the purpose relates to progress reporting, financial reporting and grants management, procurement and quality control, or other administrative information that does not fit into any other category.

f. Mark "Research" when the purpose is to further the course of research, rather than for a specific program purpose.

g. Mark "Regulatory or compliance" when the purpose is to measure compliance with laws or regulations.

16. Frequency of recordkeeping or reporting

Check "Recordkeeping" if the collection of information explicitly includes a recordkeeping requirement.

Check "Third party disclosure" if a collection of information includes third-party disclosure requirements as defined by 1320.3(c).

Check "Reporting" for information collections that involve reporting and check the frequency of reporting that is requested or required of a respondent. If the reporting is on "an event" basis, check "On occasion."

17. Statistical methods

Check "Yes" if the information collection uses statistical methods such as sampling or imputation. Generally, check "No" for applications and audits (unless a random auditing scheme is used). Check "Yes" for statistical collections, most research collections, and program evaluations using scientific methods. For other types of data collection, the use of sampling, imputation, or other statistical estimation techniques should dictate the response for this item. Ensure that supporting documentation is provided in accordance with Section B of the Supporting Statement.

18. Agency contact

Provide the name and telephone number of the agency person best able to answer questions regarding the content of this submission.

19. Certification for Paperwork Reduction Act Submissions

The Senior Official or designee signing this statement certifies that the collection of information encompassed by the request complies with 5 CFR 1320.9. Provisions of this certification that the agency cannot comply with should be identified here and fully explained in item 18 of the attached Supporting Statement. NOTE: The Office that "develops" and "uses" the information to be collected is the office that "conducts or sponsors" the collection of information. (See 5 CFR 1320.3(d)).

Certification Requirement for Paperwork Reduction Act Submissions

5 CFR 1320.9 reads "As part of the agency submission to OMB of a proposed collection of information, the agency (through the head of the agency, the Senior Official, or their designee) shall certify (and provide a record supporting such certification) that the proposed collection of information--

"(a) is necessary for the proper performance of the functions of the agency, including that the information to be collected will have practical utility;

"(b) is not unnecessarily duplicative of information otherwise reasonably accessible to the agency;

"(c) reduces to the extent practicable and appropriate the burden on persons who shall provide information to or for the agency, including with respect to small entities, as defined in the Regulatory Flexibility Act (5 U.S.C. § 601(6)), the use of such techniques as:

"(1) establishing differing compliance or reporting requirements or timetables that take into account the resources available to those who are to respond;

"(2) the clarification, consolidation, or simplification of compliance and reporting requirements; or collections of information, or any part thereof;

"(3) an exemption from coverage of the collection of information, or any part thereof;

"(d) is written using plain, coherent, and unambiguous terminology and is understandable to those who are to respond;

"(e) is to be implemented in ways consistent and compatible, to the maximum extent practicable, with the existing reporting and recordkeeping practices of those who are to respond;

"(f) indicates for each recordkeeping requirement the length of time persons are required to maintain the records specified;

"(g) informs potential respondents of the information called for under §1320.8(b)(3); [see below]

"(h) has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected, including the processing of the information in a manner which shall enhance, where appropriate, the utility of the information to agencies and the public;

"(i) uses effective and efficient statistical survey methodology appropriate to the purpose for which the information is to be collected; and

"(j) to the maximum extent practicable, uses appropriate information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public."

NOTE: 5 CFR 1320.8(b)(3) requires that each collection of information:

"(3) informs and provides reasonable notice to the potential persons to whom the collection of information is addressed of:

"(i) the reasons the information is planned to be and/or has been collected;

"(ii) the way such information is planned to be and/or has been used to further the proper performance of the functions of the agency;

"(iii) an estimate, to the extent practicable, of the average burden of the collection (together with a request that the public direct to the agency any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden);

"(iv) whether responses to the collection of information are voluntary, require to obtain or retain a benefit (citing authority) or mandatory (citing authority);

"(v) the nature and extent of confidentiality to be provided, if any (citing authority); and

"(vi) the fact that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number."

009639

Supporting Statement for Paperwork Reduction Act Submissions

General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When Item 17 of the OMB Form 83-I is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

Specific Instructions

A. Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- * requiring respondents to report information to the agency more often than quarterly;
- * requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- * requiring respondents to submit more than an original and two copies of any document;

- * requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- * in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- * requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- * that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- * requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

9. Explain any decision to provide any payment or gift to respondents, other than reenumeration of contractors or grantees.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information

is requested, and any steps to be taken to obtain their consent.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- * Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.
- * If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

* Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.

13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

* The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

* If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use

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existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.

* Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

B. Collections of Information Employing Statistical Methods

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the Form OMB 83-I is checked, "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

2. Describe the procedures for the collection of information including:

- * Statistical methodology for stratification and sample selection,
- * Estimation procedure,
- * Degree of accuracy needed for the purpose described in the justification,
- * Unusual problems requiring specialized sampling procedures, and
- * Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

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ROCIS HOW TO Guide for Agency Users of ICR Module

HOW TO Log Into ROCIS

If you are logging onto the system, please point your browser to www.rocis.gov to enter real data or to the Practice Site provided to you by OIRA, <http://192.136.12.204/rocis/>.

Read and select the Accept Terms on the Warning Screen.

Enter your User ID (first initial and last name) and Password (initially rocis123 until you change it to your personal password as directed by the system). Select the Done button on the Notification screen.

- You may land directly into your ICR Module inbox or at a screen requesting you to choose the Agenda/Reg module or the PRA module. Please select PRA to conduct business in the ICR Module or Agenda/Reg to change passwords or to review and modify your user information.

HOW TO Change Your Password

If this is the first time you have logged in, the system will ask you to change your password. On the Change Password screen, enter your old password, enter your new password (must be at least 8 characters, must have one number and one special character—like oira@1234) in both boxes as indicated and click Change Password button. When you get the Confirmation screen, click ok. Please do not share your password with any other authorized or unauthorized user.

The screenshot shows a web browser window titled "ROCIS - Change Password - Microsoft Internet Explorer". The address bar displays "http://192.136.12.204/rods/do/ChangePassword". The page content includes a navigation bar with "ROCIS Agenda/Regs" and "Admin" tabs. Below the navigation bar, there are three buttons: "User Profile", "Change Password", and "Employee Admin". The "Change Password" button is selected. The main content area is titled "Change Password" and contains three input fields: "Old Password", "New Password", and "Confirm New Password". Below these fields are two buttons: "Change Password" and "Cancel". At the bottom of the page, there is a note: "Password length should be between 8 and 14. Password must contain at least one alphabetic, one numeric and one special character." The Windows taskbar at the bottom shows the "start" button and the system clock indicating "5:16 PM".

HOW TO Review and Change Your User Profile

Upon successful login, you should arrive at your Inbox. If you are an Agency user, you will arrive in your Created Request List. If you are an OIRA user, you will arrive in your Pending List of reviews that are assigned to you. Take a moment to look at your tabs and sub tabs at the top of the screen. Select the Agenda/Regs tab. Click on the Admin tab on the top line. The User Profile tab provides you a place to view and update your user information.

Upon initial entry, please verify and make appropriate changes to name, agency, telephone number and e-mail. Please do not enter address information and disregard the information about your role in ROCIS, which is for System Administrative Use. Then, be sure to save your information. The Save button is all the way at the bottom of the screen.

Please be sure to return to the User Profile to modify your personal information whenever changes occur, such as your phone number or e-mail address.

ROCIS - Employee Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address: http://192.136.12.204/rodis/do/Redirector?RedirectorMenu=default_eo

Go Links

ROCIS Agenda/Regs

Admin Help

User Profile Change Password Employee Admin

User Detail

Prefix First Name Lillian Middle Name Last Name Deitzer Suffix

Title Agency / Sub Agency HUD Agency 2500 HUD Sub Agency

User Login ldeitzer

User Encrypted Password m5vnglnZGDyl

Selected Roles

- AUTHORIZED PAPERWORK CONTACT (APC) - 2500 HUD
- AUTHORIZED PAPERWORK CONTACT (APC) - 2501 HUDSEC
- AUTHORIZED PAPERWORK CONTACT (APC) - 2502 OH
- AUTHORIZED PAPERWORK CONTACT (APC) - 2503 GNMA
- AUTHORIZED PAPERWORK CONTACT (APC) - 2504 SEECB
- AUTHORIZED PAPERWORK CONTACT (APC) - 2505 OMAR
- AUTHORIZED PAPERWORK CONTACT (APC) - 2506 CPD
- AUTHORIZED PAPERWORK CONTACT (APC) - 2507 REAC
- AUTHORIZED PAPERWORK CONTACT (APC) - 2508 HUDIG
- AUTHORIZED PAPERWORK CONTACT (APC) - 2509 EC

Done Internet

start Instructions Inbox - Micro... Instruction sh... ROCIS - Empl... 5:12 PM

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ROCIS - Employee Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: http://192.136.12.204/rocs/do/Redirector?RedirectorMenu=default_eo

* Telephone Ext. TDD Fax

* E Mail
Ideitzer@hudfaks.gov

Assign Alternate List

APC, FCC
APC, SEC
Abdul-Wali, Jennifer
Acevedo, Camille
Achuko, Devara
Ackerman, Sharon
Adams, Danyil
Adgerson, Dana
Agency, last Agency-first
Aguilar, Brenda

Available Responsibility List

Agency Agenda Coordinator (Primary RISC Contact)
Agency Agenda Data Entry
Agency Agenda IT Contact
Agency Agenda Policy Contact (Policy Role for Agenda)
Agency Contact List Person
Agency EO Coordinator
Agency Head (Independent Agency Chairman/Commissioner)
Agency Head (Secretary/Assistant Secretary/Administrator)
Agency Mailing List Person
Agency Managing Director (Small Independent agency)

Receive Designation Mail Notification
☐ Yes ☐ No

Available Notification List

Data Call Notification
OMB Action Notification

Selected Alternate List

Selected Responsibility List

Selected Notification List

Done Internet

start

ROCIS - Employee Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: http://192.136.12.204/rocs/do/Redirector?RedirectorMenu=default_eo

Available Responsibility List

Agency Agenda Coordinator (Primary RISC Contact)
Agency Agenda Data Entry
Agency Agenda IT Contact
Agency Agenda Policy Contact (Policy Role for Agenda)
Agency Contact List Person
Agency EO Coordinator
Agency Head (Independent Agency Chairman/Commissioner)
Agency Head (Secretary/Assistant Secretary/Administrator)
Agency Mailing List Person
Agency Managing Director (Small Independent agency)

Receive Designation Mail Notification
☐ Yes ☐ No

Available Notification List

Data Call Notification
OMB Action Notification
OMB Receipt Notification
OIRA Submission Notification
Pending Request Notification

Selected Responsibility List

Selected Notification List

* Denotes Required Field

Save Cancel

Login: Ideitzer

Done Internet

start

Instructions F... Index - Micro... Instruction sh... ROCIS - Empl... 5:15 PM

To leave the User Profile page, scroll to the bottom and click Save (if you changed anything) or Cancel. This will take you back to the ROCIS Employee Administration screen.

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HOW TO Use the ROCIS Employee Administration Search

The purpose of the Employee Administration Screen is to allow ROCIS users to find other ROCIS users via the search capability. For instance, if you would like to send another agency's Authorized Paperwork Contact (Submitter) an e-mail regarding a potential transfer of an OMB Control Number, you are able to search on the APC "role" for the agency and receive a list of contact information. If a clearance officer wants to identify for management the list of preparers (PDECs) for his/her agency, this is the screen from which to search and gain the information.

The screenshot shows a web browser window titled "ROCIS - Employee Administration - Microsoft Internet Explorer". The address bar shows "http://192.136.12.204/rocs/do/ListUser". The page has a navigation bar with tabs: "Agenda/Regs", "PRA", and "Logout". Below this is a sub-navigation bar with "User Profile", "Change Password", and "Employee Admin". The main content area is titled "ROCIS Employee Administration" and contains search fields for "User ID", "Last Name", "First Name", "Agency", "Sub Agency", and "Role". There are radio buttons for "Users" and "Contacts", and a "Search" button. Below the search fields is a table with columns: "Agency", "Name", "User ID", "Phone Number", "Email", "Inactivate", and "Locked". The login "Login: Ideltzer" is visible at the bottom left. The status bar at the bottom shows the time as 5:10 PM.

Agency	Name	User ID	Phone Number	Email	Inactivate	Locked
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When you have satisfied your ROCIS administrative functions, click on the PRA tab to return to the Created Request List Inbox for Agency users or to the Pending Inbox for OIRA users.

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ROCIS - Created Request List - Microsoft Internet Explorer provided by General Services Administration

File Edit View Favorites Tools Help

Address http://192.136.12.204/rocis/do/Redirector

ROCIS PRA

Agenda Reqs PRA Logout

Inbox Request ICR Package History Search Report

Created Request List Submitted Request List Concluded Request List

Filter List View All

Criteria: Status=(Created);

OMB Control No.	ICR Package	Created By	Created Date	Agency Sub	Agency ICR Title	Current Expiration Date	Last Reviewed By	Request Type	Status
2577-0232	200605-2577-002	Deitzer, Lillian	05/22/2006	HUD/PIH	Screening and Eviction for Drug Abuse and other Criminal Activity-Final Rule	05/31/2006	Deitzer, Lillian on 05/22/2006	ICR Rev	No
2528-0228	200311-2528-004	Deitzer, Lillian	05/22/2006	HUD/PD&R	Research Studies on Homeownership and Affordable Lending (NOFA)	01/31/2007	Deitzer, Lillian on 05/22/2006	EE	No
2503-0002	200605-2503-004	Deitzer, Lillian	05/22/2006	HUD/GNMA	Create New ICR Package 521 1030PM	05/31/2008		I	Yes
	200605-2503-005	Deitzer, Lillian	05/22/2006	HUD/GNMA	New ICR Package 1159PM			ICR New	No
	200605-2509-001	Deitzer, Lillian	05/22/2006	HUD/EC	Title for OIRA Brown Bag		Deitzer, Lillian on 05/22/2006	ICR New	No

List shows all requests for ICR review (No Time Limit).

Login: ldeitzer

When you arrive in ROCIS ICR Module after successfully logging in, you'll be in the Created Request List Inbox. Think of this as the top of the desk in your office where you are working to create and prepare ICRs and other requests to OIRA, such as, emergency extensions, discontinuations, or transfer OMB Control Numbers.

You may sort on each of the column headings to organize your work space and you may filter and/or view all the contents of the inbox.

HOW TO Use the Home Row of Tabs

At the top of the screen is a set of tabs that enable you to perform any and all functions within ROCIS and within the ICR Module. This set of tabs is referred to as the Home Row. You can move from the Created Request List to the Submitted (to OIRA) Request List and to the (OIRA) Concluded Request List. You can also select from a drop down of Request types, use the Simple and Advanced Search tools or run Reports.

When you are working on or viewing an OMB Control Number or ICR Package, you can use the Home Row to view the ICR Package and the History of the ICR package or the History of the OMB Control Number.

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HOW TO Create an ICR Package

There are three ways to create an ICR Package—

1. By using the Request drop down box to select the type of request you desire;
2. By finding an action in the Concluded Request List to view and from which to view and begin a new ICR, or
3. By searching for an OMB Control Number or ICR Reference Number of an existing ICR to view and from which to begin a new ICR.

1. Create an ICR by selecting from the Request drop down box.

ROCIS PRA

Agenda/Regs PRA Logout

Inbox > Request > ICR Package > History > Search > Report

Information Collection Request (ICR) Inbox->Created Request List

New IC to Generic ICR (Gen ICR)

Discontinue OMB Control Number (D)

Emergency Extension (EE)

Transfer OMB Control Number (T)

Filter List View All

Criteria: Status=(Created);

OMB Control No	ICR Ref. No	Created By	Created Date	Agency/Sub	Agency ICR Tracking Number	Title	Current Expiration Date	Last Reviewed By	Request Type	Stat Methods
2577-0232	200605-2577-002	Deitzer, Lillian	05/22/2006	HUD/PIH		Screening and Eviction for Drug Abuse and other Criminal Activity-Final Rule	05/31/2006	Deitzer, Lillian on 05/22/2006	ICR Rev	No
2528-0228	200311-2528-004	Deitzer, Lillian	05/22/2006	HUD/PD&R		Research Studies on Homeownership and Affordable Lending (NOFA)	01/31/2007	Deitzer, Lillian on 05/22/2006	EE	No
2503-0002	200605-2503-004	Deitzer, Lillian	05/22/2006	HUD/IGNMA		Create New ICR Package 521 1030PM	05/31/2008		I	Yes
	200605-2503-005	Deitzer, Lillian	05/22/2006	HUD/IGNMA		New ICR Package 1159PM			ICR New	No
	200605-2509-001	Deitzer, Lillian	05/22/2006	HUD/EC		Title for OIRA Brown Bag		Deitzer, Lillian on 05/22/2006	ICR New	No

List shows all requests for ICR review (No Time Limit).

Login: ldeitzer

Select and click on Information Collection Request (ICR).

The screen below will appear.

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ROCIS - Create New ICR Package - Microsoft Internet Explorer provided by General Services Administration

http://192.136.12.204/rocs/doi/NewICR

ROCIS PRA Agenda Regs PRA Logout

Inbox Request ICR Package History Search Report

Request -> Information Collection Request (ICR)

Create New ICR Package

☒ Create a New ICR from Scratch

Sub Agency

Will be generic ? ☐

Title

Abstract

Check Spelling Create Cancel

☐ Create a New ICR Based on Previously Reviewed or Approved ICR

- Enter OMB Control Number if the new ICR is based on the most recently approved ICR under the OMB Control Number;
- Otherwise, enter ICR Reference Number.

Use this screen to identify the Agency, Sub Agency, Title and Abstract of a new ICR that has no existing OMB Control Number (or previously begun ICR Package).

Select Create a New ICR from Scratch.

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ROCIS - Create New ICR Package - Microsoft Internet Explorer provided by General Services Administration

http://192.136.12.204/rocs/do/NewICR

ROCIS PRA

Agenda/Regs PRA Logout

Inbox Request ICR Package History Search Report

Request -> Information Collection Request (ICR)

Create New ICR Package

☐ Create a New ICR from Scratch

☒ Create a New ICR Based on Previously Reviewed or Approved ICR

- Enter OMB Control Number if the new ICR is based on the most recently approved ICR under the OMB Control Number. Otherwise, enter ICR Reference Number.

Will be generic ? ☐

OMB Control Number: Or ICR Reference Number:

Create Cancel

Login: Ideitzer

If an OMB Control Number exists, use this screen to identify the OMB Control Number or most recently approved ICR under the OMB Control Number to create an ICR. Both of these lead to the Edit ICR screen. Select Create a New ICR Based on Previously Reviewed or Approved ICR.

If the Create a New ICR from Scratch was selected, the Edit ICR screen will be blank except the agency, sub agency, title and abstract you created. An ICR Reference Number is assigned by the system upon creation to track the ICR throughout its history.

If the second screen is used, ROCIS will assign an ICR Reference Number and populate the screen from the last previously approved ICR under the OMB Control Number. Records from the legacy OIRA data base are migrated to the ROCIS ICR Module data base. When viewing ICRs that are created from migrated data, keep in mind that some data was not collected electronically in the legacy system, in which case, the field will appear blank.

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2. Locate an action in the Concluded Request List to view and begin a new ICR.

ROCIS - Concluded Request List - Microsoft Internet Explorer provided by General Services Administration

http://192.136.12.204/rocs/do/AgencyConcludedPRAList?default=0

ROCIS PRA Agenda Regs PRA Logout

Inbox Request ICR Package History Search Report

[Inbox -> Concluded Request List](#)

Concluded Request List

[Filter List](#) [View All](#)

Criteria: Status=(Approved, Disapproved)

OMB Control No	ICR Ref No	Agency Sub	Agency ICR Tracking Number	Title	Current Expiration Date	Request Type	Conclusion Action	Concluded Date
2577-0230	200303-2577-002	HUD/PIH		Public Housing Reform; Change in Admission and Occupancy Requirements	01/31/2007	EE	Approved	06/29/2006
2502-0488	200606-2502-026	HUD/OH		Mortgagee's Certification of Fees and Escrow and Surety Bond Against Defects		ICR Rein w/o Chg	Disapproved	06/12/2006

List shows requests for ICRs that were concluded in the last 30 days.

Login: jzeihera

ROCIS - Concluded Request Filter - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: http://192.136.12.204/rocs/do/AgencyConcludedPRAList?showFilter=y

ROCIS PRA Agenda Regs PRA Logout

Inbox Request ICR Package History Search Report

[Inbox -> Concluded Request List](#)

Agency Concluded Request List Filter

Date Concluded(mm/dd/yyyy) From To

Concluded in

Agency ICR Tracking Number

OMB Control No

ICR Reference No

Current Expiration Date: 06/30/2006

Agency: **2577**

Sub

Request Type

Conclusion Action

Submit

Login: ldeitzer

The result of the Agency Concluded Request List Filter search is a list of expiring for the selected date of 6/30/2006 from which to view the last approval and from which to create a new ICR:

ROCIS - Concluded Request List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://192.136.12.204/rocs/do/AgencyConcludedPRAList?doFilter=y

ROCIS PRA

Inbox Request ICR Package History Search Report

Inbox -> Concluded Request List

Filter List View All

Criteria: Status=(Approved, Disapproved); Current Expiration Date=06/30/2006; Agency=2500 HUD

OMB Control No.	ICR Ref No.	Agency/Sub	Agency ICR Tracking Number	Title	Current Expiration Date	Request Type	Conclusion Action	Concluded Date
2502-0117	200304-2502-002	HUD/OH		Request for Acceptance of Changes in Approved Drawings and Specifications	06/30/2006	ICR Rein w/ Chg	Approved without change	06/13/2003
2502-0328	200304-2502-004	HUD/OH		Fee I Property Improvement and Manufactured Home Loan Programs	06/30/2006	ICR Ed	Approved without change	06/16/2003
2502-0484	200304-2502-001	HUD/OH		Pre-Foreclosure Sales Program	06/30/2006	ICR Rein w Chg	Approved without change	06/13/2003
2502-0495	200304-2502-003	HUD/OH		Builder's Certification of Plans, Specifications, and Site	06/30/2006	ICR Ed	Approved without change	06/16/2003
2502-0538	200304-2502-005	HUD/OH		Fee or Roster Designation and HUD Conditions and Appraisal Report	06/30/2006	ICR Rev	Approved with change	06/27/2003
2502-0538	200509-2502-007	HUD/OH		Fee or Roster Designation and HUD Conditions and Appraisal Report	06/30/2006	ICR Chg	Approved with Change	09/01/2005

Internet

start ROGISHOW... Inbox-Micro... Instruction sh... ROCIS - Conc... 5:51 PM

Select an ICR by clicking either on the ICR Ref No. or on the Request Type to View the ICR—OIRA Conclusion screen. Choose the action you wish to pursue; e.g., “Create ICR Package” from the choices in blue boxes at the bottom of the screen.

Note also the many ways you can view the ICR—from a very brief summary to the entire record—based on selection of choices in the Display Box.

View ICR - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://192.136.12.205/rocs/do/ViewICR?from=CONCLUDED_LIST&ICRRefNbr=200509-2502-007

Inbox Request ICR Package History Search Report

ICR Package -> Concluded ICR Package -> ICR Data

Display additional information by clicking on the following: ☐ All ☒ Brief and OIRA conclusion ☐ Abstract/Amendment ☐ Legal Statutes ☐ Rulemaking ☐ FR Notices/Comments ☐ Burden ☐ Misc. ☐ Certification ☐ View Information Collection (IC) List ☐ View Supporting Statement and Other Documents

Blank fields in records indicate information that was not collected or not collected electronically prior to July 2005.

View ICR - OIRA Conclusion

OMB Control No: 2502-0538 ICR Reference No: 200509-2502-007
 Status: Active Previous ICR Reference No: 200304-2502-005
 Agency/Subagency: HUD/OH Agency Tracking No:

Title: Fee or Roster Designation and HUD Conditions and Appraisal Report

Type of Information Collection: No material or nonsubstantive change to a currently approved collection

Type of Review Request: Regular

OIRA Conclusion Action: Approved with change Conclusion Date: 09/01/2005
 Rationale Notice of Action (NOA) Date Received in OIRA: 09/01/2005

Terms of Clearance:

	Inventory as of this action	Requested	Previously Approved
Expiration Date	07/31/2006	07/2006	07/31/2006
Responses	1,203,240	1,203,240	1,203,240
Time Burden (Hours)	577,620	577,620	577,620
Cost Burden (Dollars)	180,000	180,000	180,000

Discontinue (D) Emergency Extension (EE) **ICR** Create ICR Package

Done

start View ICR - Mi... ROGISHOW... 1:21 PM

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3. Create an ICR by Using the Simple Search--Enter the OMB Control Number.

ROCIS PRA

Agenda Item PRA Logout

Inbox Request ICR Package History Search Report

Simple Search

Simple Search

Simple Search

Login: Ideitzer

The result is the OMB Control Number History. Find the last approved ICR from which to base the new ICR (revision or extension or change). Here is the result of the search:

ROCIS PRA

Agenda Regs PRA Logout

Inbox Request ICR Package History Search Report

History -> OMB Control Number History

OMB Control Number: 2502-0538

ICR Ref No.	Request Type	Date Received By CIRA	Status	Conclusion Date	Comments/Action	Org. Operation Date
200509-2502-007	ICR Chg	09/01/2005	Active	09/01/2005	Approved with Change	06/30/2006
200304-2502-005	ICR Rev	04/29/2003	Historical Active	06/27/2003	Approved with change	06/30/2006
200002-2502-001	ICR Rein w Chg	02/04/2000	Historical Active	04/07/2000	Approved	06/30/2003

List shows all ICR of the OMB Control Number review (No Time Limit).

Login: Ideitzer

Click on the ICR Reference Number or the Request Type and you will be brought to the same View ICR-OIRA Conclusion screen from which to make your choice of action at the bottom of the screen; e.g., Create ICR Package.

Instructions for Completing the Fields of the EDIT ICR Screen

These instructions should be used in conjunction with 5 CFR 1320, which provides information on coverage, definitions, and other matters of procedure and interpretation under the Paperwork Reduction Act of 1995.

1. Agency/Sub agency of the originating request

Provide the four digit agency code for your agency or sub agency originating the request. For most cabinet-level agencies, a sub agency designation is also necessary. For non-cabinet agencies, the sub agency designation is generally unassigned.

2. OMB Control Number

a. If the information collection in this request has previously received or now has an OMB Control Number, enter the number.

b. If the information collection in this request has not previously received an OMB Control Number, one will be assigned upon approval of the ICR by OIRA.

3. Agency Tracking Number

Use to distinguish ICRs in ways helpful to your agency; for instance, include codes for strategic goals, associated rules, associated IT investments, record number in former

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View ICR - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: http://192.136.12.205/rods/doj/ViewICR?from=CONCLUDED_LIST&icrRefNbr=200509-2502-007

Inbox Request ICR Package History Search Report

ICR Package -> Concluded ICR Package -> ICR Data

Display additional information by clicking on the following: ☐ All ☒ Brief and OIRA conclusion
☐ Abstract/Justification ☐ Legal Statutes ☐ Rulemaking ☐ FR Notices/Comments ☐ Burden ☐ Misc ☐ Certification
[View Information Collection \(ICL\) list](#) [View Supporting Statement and Other Documents](#)
Blank fields in records indicate information that was not collected or not collected electronically prior to July 2006

View ICR - OIRA Conclusion

OMB Control No: 2502-0538 ICR Reference No: 200509-2502-007
Status: Active Previous ICR Reference No: 200304-2502-006
Agency/Subagency: HUD/OH Agency Tracking No:
Title: Fee or Roster Designation and HUD Conditions and Appraisal Report
Type of Information Collection: No material or nonsubstantive change to a currently approved collection
Type of Review Request: Regular
OIRA Conclusion Action: Approved with change Conclusion Date: 09/01/2006
Refuse Notice of Action (NOA) Date Received in OIRA: 09/01/2006
Terms of Clearance:

	Inventory as of this action	Requested	Previously Approved
Expiration Date	07/31/2006	07/2006	07/31/2006
Responses	1,203,240	1,203,240	1,203,240
Time (Hours)	577,620	577,620	577,620
Cost Burden (Dollars)	130,000	180,000	130,000

Discontinue (D) Emergency Extension (EE) Transfer (T) **Create ICR Package**

Done Internet

start 4 Microsoft EA View ICR - Mi... ROCIS HOW 1:21 PM

HOW TO Edit the ICR Package

Similar to the former paper process, the electronic ICR package contains four basic elements:

- ✓ ICR Data (equivalent to the former 83I--one per package)
- ✓ IC (Information Collection) form(s), survey(s) or other collection instrument(s) and/or CFR citation(s) requiring collections --at least one IC per ICR package
- ✓ ICR Documents
 - Supporting Statement A
 - Supporting Statement B (when statistical
 - Supplemental Documents
 - Draft (not published) Proposed Rule
 - Draft (not published) Final Rule
 - Draft Federal Register Notice
 - Justification for a no material/nonsubstantive change (old 83C)
 - Supplemental Documents not fitting the other categories
 - Public Comments
- ✓ ICR Certification (back of the former 83I) of adherence to provisions of PRA.

The Edit ICR screen is equivalent to the 83I in the paper process and is the foundation of the package. While working on the Current ICR package, you may use ICR Package and History tabs at the home row to assist your preparation.

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8. Requested expiration date

- a. Select "Three years" if the agency requests a three year approval for the collection.
- b. Select "Other" if the agency requests approval for less than three years. Specify the month and year of the requested expiration date. The maximum request for an Emergency ICR is 6 months.

9. Does this ICR contain surveys, censuses, or employ statistical methods?

Select "Yes" if the information collection uses statistical methods such as sampling or imputation. Generally, select "No" for applications and audits (unless a random auditing scheme is used). Select "Yes" for statistical collections, most research collections, and program evaluations using scientific methods. For other types of data collection, the use of sampling, imputation, or other statistical estimation techniques should dictate the response for this item. Ensure that supporting documentation is provided in Supporting Statement B. Upload Supporting Statement B on the Manage Documents screen. Select ICR Docs at the Current ICR at the ICR Package tab at Home Row of Tabs.

10. Does the Supporting Statement serve as a Joint ICR and Privacy Impact Assessment (PIA) per OMB Memorandum 03-22, Section II.D?

If "Yes," according to the OMB Memorandum 03-22, address accordingly in the Supporting Statement A. To learn more about a joint ICR and PIA, open the hot linked Memorandum.

Agency Contact Add New Contact

Abstract (4000 characters maximum):
New ICR Package 1159PM

Authorizing Statute(s):
 Remove
Add Another Authorizing Statute

Associated Rulemaking Information
RIN: Stage of Rulemaking (check one):
☐ Proposed Rule
☐ Interim Final or Final Rule
☐ Not associated with rulemaking
Federal Register Citation: FR Citation Date:

For a Proposed Rule, OMB will not consider an ICR complete until the Notice of Proposed Rulemaking has been published.
For a Final Rule, please put the ICR reference number for the ICR reviewed at the proposed rule stage.
For ICRs associated with Interim Final rules that are not significant under EO, please upload a draft of the Federal Register notice as a Supplementary Document in Manage ICR Documents.

Federal Register Notices & Comments
60-day Notice: Federal Register Citation: FR Citation Date:
Did the Agency receive public comments on this ICR?
☐ Yes ☐ No

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agency-specific PRA tracking system, etc. Agencies without sub agency codes can use the Agency Tracking Number to identify ICRs to divisions or branches.

4. ICR Reference Number and Previous ICR Reference Number

Assigned and populated by the system based on the Create action. The format is YYYYMM of the month of origin---Agency/Sub Agency code---sequential number assigned per action per month.

5. Title

Provide the official title of the information collection request. If an official title does not exist, provide a description which will distinguish this collection request from others and enable text searches on titles.

6. Type of information collection (select one)

a. Select "New collection" when the collection has not previously been used or sponsored by the agency.

b. Select "Revision" when the collection is currently approved by OMB, and the agency request includes a material change to the collection instrument, instructions, its frequency of collection, or the use to which the information is to be put.

c. Select "Extension" when the collection is currently approved by OMB, and the agency wishes only to extend the approval past the current expiration date without making any material change in the collection instrument, instructions, frequency of collection, or the use to which the information is to be put.

d. Select "Reinstatement without change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is no change to the collection.

e. Select "Reinstatement with change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is change to the collection.

f. Select "Existing collection in use without OMB control number" when the collection is currently in use but does not have a currently valid OMB control number.

g. Select Nonmaterial/Nonsubstantive Change to perform the function of the former 83C Change Sheet. (Upload—electronically attach—your explanation of the requested change in Supplemental Documents.)

7. Type of review requested (select one)

a. Select "Regular" when the collection is submitted under 5 CFR 1320.10, 1320.11, or 1320.12 with a standard 60 day review schedule.

b. Select "Emergency" when the agency is submitting the request under 5 CFR 1320.13 for emergency processing and provides the required supporting material. Provide the date by which the agency requests approval and the justification in the blank presented upon selection of "Emergency."

c. Select "Delegated" when the agency is submitting the collection under the conditions OMB has granted the agency delegated authority.

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16. Did the Agency receive public comments on this ICR?

If comments were not received, select "No." If comments were received, select "Yes," and summarize public comments received and describe actions taken by the agency in response to these comments in Supporting Statement A. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

Public comments can be, but are not required to be, uploaded in ICR Documents, especially if the comments are available through the Federal Docket Management System or other electronic means that can be made available to the OIRA desk officer.

Comments received by OIRA in response to the 30-day notice will be uploaded by OIRA. Public comments can be uploaded at the Manage Documents page located at ICR Documents under the Current ICR Package at the home row. When providing multiple comments, it is adequate to provide a representative comment document.

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11. Agency Contact

Provide the name and telephone number of the agency person best able to answer questions regarding the content of this submission. If sensitive to having this name published on the OMB website, <http://www.whitehouse.gov/omb/inforeg/infocoll.html> or www.RegInfo.gov, please consider using the name of the agency's Clearance Officer.

12. Abstract

Provide a statement, limited to 4,000 characters of text, covering the agency's need for the information, uses to which it will be put, and a brief description of the respondents. The requirement to identify Keywords has been removed as a requirement because the text search of titles and abstracts are possible. You may want to continue to include in titles and abstracts keywords (descriptors) from the "Federal Register Thesaurus of Indexing Terms" that describe the subject area(s) of the information collection.

13. Authorizing Statute

Provide the statute that is the source of the ICR or the source of the associated rulemaking, whichever is more appropriate. If neither is appropriate, provide the authorizing statute for the program or for the agency or leave blank.

14. Associated rulemaking Information

Select Proposed Rule, Interim Final or Final Rule, or Not associated with rulemaking as appropriate. If Proposed rule or Interim Final Rule, enter the RIN number, the Federal Register Citation and the Citation Date. For a Final Rule, please put the ICR reference number for the ICR reviewed at the proposed rule stage when creating the ICR. For a Proposed Rule, OMB will not consider an ICR complete until the Notice of Proposed Rulemaking has been published. You do not need to attach the rule unless it has not been published (i.e., Federal Register information is blank). If this is the case, check the appropriate stage of rulemaking and upload (electronically attach) the draft rule in the Supplemental Documents (proposed rule or final rule) at the Manage ICR Documents screen. Locate the screen via the ICR Documents item in the drop down of choices of the Current ICR Package at ICR Package at the Home Row of Tabs. For ICRs associated with Interim Final rules that are not significant under EO 12866, please upload a draft of the Federal Register notice as a Supplementary Document in Manage ICR Documents. The note "For a final rule, please put the ICR reference number for the ICR reviewed at the Proposed Rule stage," is for a preapproval process your OIRA desk officer will discuss with you when applicable.

15. Federal Register Notices and Comments

Enter the Federal Register Citations and Citation Dates of the 60- and 30-day notices for the ICR. You no longer need to provide a copy of the FR notice. However, if you wish to provide a draft Federal Register notice, for a request for an Emergency ICR, for instance, upload (electronically attach) it in the Supplemental Documents (drop down for draft Federal Register Notice) via the ICR Documents tab of the ICR Package. Unless submitted as an Emergency or Associated with Rulemaking, OMB will not consider an ICR complete without the 30-day notice publication citation.

HOW TO Create and Edit an Information Collection

The first step to creating or editing an IC is to save the ICR Data and click on "Add/Edit Information Collections" hotlink on the Edit ICR screen OR to select IC List from the drop down of choices in the Current ICR Package at the ICR Package Tab at the Home Row of Tabs. Either choice will take you to the Add/Edit Information Collection screen below.

Data from OIRA's legacy data base will be "migrated" to the ROCIS ICR Module. Each ICR will be assigned one IC and will list the form numbers related to the current OMB Control Number. Click on the IC Title of the migrated IC to open the Edit IC screen and proceed to review, correct, modify, and supplement the legacy "migrated" data to form the IC. For instance, you will need to complete the CFR citation(s) and/or will need to upload the form, survey, or other instrument(s) you wish the OIRA desk officer to consider in its review.

When creating new ICR's, you will need to choose the Add IC button on the Add/Edit Information Collections screen below to enter the IC information.

Both Add or Edit choices will take you to the Edit IC screen displayed below.

ROCIS PRA Agenda/Regs PRA Logout

Inbox Request ICR Package History Search Report

ICR Package > Current ICR Package > IC List

OMB Control No.: 2577-0232	ICR Ref. No.: 200605-2577-002	ICR Expiration Date: 05/31/2006	ICR Status:
Agency/Sub-Agency: HUD/PIH	Agency Tracking No.:	Title: Screening and Eviction for Drug Abuse and other Criminal Activity-Final Rule	
Request Status: Created	Last Event: Load Document	Last Event User: Deitzer, Lillian	Last Event Date: 05/22/2006

Add/Edit Information Collections

Remove	IC Title	Form No.	Form Name	Status
	Screening and Eviction for Drug Abuse and other Criminal Activity-Final Rule			Modified

To edit an IC, click on IC Title.

Add IC

Login: ldeitzer

Start ROCIS HOW TO Guide for... Add/Edit Information 10:00 PM

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